DEPARTMENT OF HEALTH

How to Use the REDCap Fidelity Monitoring Tool

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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 <u>firstlast@organization.com</u>, your username will be firstlast.organization.com.
- 3. You will change your password the first time you log in. Make sure to remember this password for the future.

REDCap		
Minnesota Statutes, Chapter 13, and other laws. The State	Access to this service is sota Department of Health of Minnesota prohibits un	ATTENTION s for authorized personnel only. division and section management you must exit now or face the consequences of violating nauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, se 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	n, please contact <u>REDCap Administrator</u> .
	Username:	firstlast.organization.com
	Password:	
Welcome to REDCap! REDCap is a secure web platform for building and managing	g online databases and	rg in Forget your password? REDCap Features
urveys. REDCap's streamlined process for rapidly creating a iffers a vast array of tools that can be tailored to virtually a trategy.		Build online surveys and databases quickly and securely in your browser - Create and design your project using a secure login from any device. No extr software required. Access from anywhere, at any time.
REDCap provides automated export procedures for seamle: xxel and common statistical packages (SPSS, SAS, Stata, R), roject calendar, a scheduling module, ad hoc reporting toc eatures, such as branching logic, file uploading, and calcula	, as well as a built-in ols, and advanced	Software required. Access rollin anywhere, at any drife. 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.
earn more about REDCap by watching a EB <u>brief summary</u> yould like to view other quick video tutorials of REDCap in a		
s features, please see the <u>Training Resources</u> page. 1071CE: If you are collecting data for the purposes of human eview and approval of the project is required by your institu	utional Review Board.	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
f you require assistance or have any questions about REDC <u>KEDCap Administrator</u> . If your COVID-19 REDCap project is no longer in this envirr the following COVID-19 REDCap Environment: COVID-19 R	onment, please check	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.

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.

	duction Environment (PROD) ap projects to which you currently have access		open the	e project	. <u>Read more</u>			
ATTENTION REQUESTED: You any MDH staff that are no long inform your Division Super Us	I last accessed the User Access Dashboerd 20 days ag ger active users on your project. If a MDH staff memt ser.	go. As reminder, please remov per leaves the agency, please	/e	Go	to User Acce	iss Dash	board	
My Projects 🕞 0	Organize Collapse All		Filte	r project	s by title	×	a	
Project Title			Records	Fields	Instruments	Type	Status	
Minnesota PREP Fidelity N	Monitoring Form	D	2.828	29	1 survey			
SRAE Fidelity Monitoring F	Form	D	226	34	1 survey		0	
PREP Entry Survey		D	1,104	65	5 survey			
PREP Exit Survey		D	1.267	81	1 survey		0	
PREP Entry Survey 2022		D	1,269	57	1 survey			
PREP Exit Survey 2022		D	1.027	67	1 survey			
SRAE Participant Exit Surv	vey 2022	D	131	61	1 survey		•	
SRAE Participant Entry Su	irvey 2022	D	178	57	1 survey			
Minnesota SRAE Fidelity N	Monitoring	D	3	46	3 forms		×	

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:

Logged in as traubk1 Log out						
My Projects	🕈 Project Hom	e i≘ Project Setup	Cther Funct	tionality	Project Revision History	
Contact REDCap administrator						
roject Home and Design				such as a	list of all users with access to this p	project, general projec
A Project Home · 😤 Project Setup		coming calendar event	s (ir any).			
🕑 Designer · 📳 Dictionary · 🗏 Codebook	🙎 Current User	rs (1)	🛱 Project Sta	tistics		
Project status: Development	User	Expires	Records in pro	oject	1	
Data Collection	traubk1 (Kaitiin Traub)	never	Most recent a	ctivity	03/22/2023 1:57pm	
Record Status Dashboard - View data collection status of all records	(Kaltlin Traub)		Space usage f	for docs	0.00 MB	
Add / Edit Records			# Uncoming	Calendar	vents (next 7 days)	
- Create new records or edit/view existing ones			Time	Date	Description	
Show data collection instruments			Time	Date	No upcoming events	
Applications					No opcoming events	
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						
teports Q. <u>Search</u> Songanize PEdit						
Evergreen						
St. James / Watonwan County						
MN Community Care						
External Modules Manage III View Logs						
ielp & Information						
Help & Information Help & FAQ Video Tutorials						

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

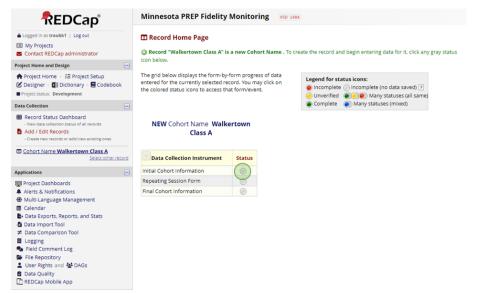
- 3. Under "Enter a new or existing Cohort Name", record your new cohort name.
 - a. **Note:** Make sure to pick a unique name for each cohort. You can use a class name, school name, or some other naming system. Use something that works for you.

REDCap	Minnesota PREP Fidelity Moni	toring PID 3464	
Logged in as traubk1 Log out My Projects Contact REDCap administrator		r selecting it from the drop-down lists below. To create a new record/response, type a new quickly find a record without using the drop-downs, the text box will auto-populate with	
Project Home and Design	existing record names as you begin to type in	n it. allowing you to select it.	
Project Home - I≣ Project Setup Obsigner - III Dictionary - III Codebook Project status: Development	ONOTICE: This project is currently in D project has been moved to Production s	evelopment status. Real data should NOT be entered until the latus.	
Data Collection			
Record Status Dashboard - View data collection status of all records Add / Edit Records - Greate new records or editivities existing ones Shew data collection instruments	Total records: 1 Choose an existing Cohort Name Enter a new or existing Cohort Name	select record V Walkertown Class A	
Applications			
Project Dashboards Alerts & Notifications	Data Search		
 Multi-Language Management Calendar Data Exports, Reports, and Stats 	Choose a field to search (excludes multiple choice fields)	All fields	
Conta Explores reports and stars Data import Tool Data Comparison Tool Education Field Comment Log Field Repository User Rights and AP DAGs Data Quality TRECEA Mobile App	Search query Bean sping to search the project data, than stick an tem in the list to navigate to that record.		

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

REDCap	Minnesota PREP Fidelity	Monitoring PID 14	184			
Logged in as traubk1 Log out My Projects Contact REDCap administrator	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 sti					
Project Home and Design	icon below.					
 ♠ Project Home · ﷺ Project Setup ☑ Designer · ☑ Dictionary ·	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. Unverfiled • 1000 Many statuses (all same)					
Data Collection 📃			Complete Many statuses (mixed)			
Record Status Dashboard -Vew data collection status of all records Add / Edit Records -Create new records or edit/view existing ones Cohort Name Walkertown Class A	NEW Cohort Name Walkertown Class A					
Select other record	Data Collection Instrument	Status				
Applications 📃	Initial Cohort Information					
Project Dashboards	Repeating Session Form					
Alerts & Notifications	Final Cohort Information					
Multi-Language Management Calendar Calendar Data Exports, Reports, and Stats Data Import Tool Data Comparison Tool Logging Field Comment Log File Repository User Rights and & DAGs Data Quality TRCDCap Mobile App						

5. Start with "Initial Cohort Information". Click on the grey circle to the right.



6. 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	reset	Save & Exit Form
Who was the main facilitator?				Save & Go To Next Form 🔹
* must provide value	φ	Valerie Frizzle		- Cancel -
Was there another facilitator?		O Yes		
* must provide value	\sim	No	reset	
How was the content delivered?		In-person		
* must provide value		Ovirtually		
Those of other value		Other	reset	
What was the first day of the program?				
* must provide value	\sim	01-30-2023 Today M-D-Y		
Entry Survey Information				
Did you administer an entry survey?		Yes		
* must provide value	\sim	○ No	reset	
How many participants filled out a survey?			resec	
Note:				
For paper surveys, please report the number of surveys you				
collected.	\sim	12		
For electronic surveys, it is ok to report the number of participants in the session who were given a link.				
* must provide value				
What version of survey was administered?		Paper		
* must provide value		OElectronic		
			reset	
Were there any issues in administering the survey (including impacts from COVID)?		○ Yes		
* must provide value		No	reset	
Form Status				
Complete?		Complete 🗸		
	(Save & Exit Form Save & Go To Next Form	-	
		- Cancel -		
		Concer		

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	Minnesota PREP Fidelity	Monitoring PID 148	4
Logged in as traubk1 Log out My Projects Contact REDCap administrator		a new Cohort Name . To cr	reate the record and begin entering data for it, click any gray status
Project Home and Design	icon below.		
 ♠ Project Home + 翌 Project Setup ☑ Designer + III Dictionary + III Codebook ■ Project status: Development 	The grid below displays the form-by- entered for the currently selected rec the colored status icons to access tha	ord. You may click on	Legend for status icons: (a) Incomplete (no data saved) ? (b) Unverified (c)
Data Collection			Complete Many statuses (mixed)
Record Status Dashboard View data collection status of all records Add / Edit Records Create new records or edit/view existing ones	NEW Cohort Name Walke Class A	rtown	
Cohort Name Walkertown Class A Select other record	Data Collection Instrument	Status	
Applications 📃	Initial Cohort Information		
Project Dashboards Alerts & Notifications Multi-Language Management Calendar Data import Tool Data import Tool Data Comparison Tool Data Comparison Tool Field Comment Log Field Comment Log Fiel Repository User Rights and CDAGs Data Quily	Repeating Session Form Final Cohort Information	Ç	

- 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.

- 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".

 Final Cohort Information 		Very engaged	Save & Exit Form
Applications	How engaged were participants during this session?	O Engaged	Save & Go To Next Form •
Project Dashboards Alerts & Notifications		O Not engaged/actively disengaged reset	- Cancel -
Multi-Language Management	Lesson Adaptations	102000	
ff Calendar	Were you able to deliver the lesson as planned?	⊕ ® Yes Ģ ONo	
Data Exports, Reports, and Stats Data import Tool		reset	
	To make the content more engaging or relatable to your	O None	
Logging	students, how much did you adapt the lesson?	O Some	
 Field Comment Log File Repository 	* must provide value	⊖ A lot reset	
User Rights and Hongs Data Quality REDCap Mobile App External Modules Demographic Interviews	What adaptations did you make to the lesson? * must prove value	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.	
Help & Information			
	Did you omit anything from the lesson?	H O Yes	
Help & FAQ Video Tutorials	* must provide value	🖉 🖲 No reset	
Suggest a New Feature Contact REDCap administrator	Please describe any other challenges or successes you experienced in this session.	Normally we have an hour for our lessons, but the school had a <u>delay</u> and all classes were shortened, so we only had 45 minutes.	
		Expand	
	This is the final session to report for this cohort. * mult provide value	O Yes No reset	
	Form Status		
	Complete?	Complete V	
		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.

REDCap	Minnesota PREP Fidelity Moni	toring into 1464
Logged in as traubk1 Log out My Projects Contact REDCap administrator		r selecting it from the drop-down lists below. To create a new record/response, type a new valu quickly find a record without using the drop-downs, the text box will auto-populate with
Project Home and Design	existing record names as you begin to type in	
Project Home · 72 Project Setup Designer · 1 Dictionary · Codebook Project status: Development	• NOTICE: This project is currently in D project has been moved to Production s	evelopment status. Real data should NOT be entered until the status.
Data Collection 📃		
Record Status Dashboard View data collection status of all records Add / Edit Records	Total records: 2 Choose an existing Cohort Name	- select record - +
Create new records or edit/view existing ones Show data collection instruments	Enter a new or existing Cohort Name	Abbott Middle School Class A Walkertown Class A
Applications -		
Project Dashboards Alerts & Notifications	Data Search	
Multi-Language Management Calendar Data Exports, Reports, and Stats	Choose a field to search (woludes multiple choice fields)	All fields
Colling Control Colling Colling Colling Colling Colling Colling Colling File Repository Colling Colling	Search query Expire grang to earch the project state, then thick an item in the list to navigate is that record.	

- 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	Minnesota PREP Fidelity Monitoring (PID 1484)					
Logged in as traubk1 Log out My Projects Contact REDCap administrator	Record Home Page The grid below displays the form-by-form progress of data Legend for status icons:					
Project Home and Design	entered for the currently selected record. You may click on the colored status icons to access that form/event.					
 ♠ Project Home · źΞ Project Setup ☑ Designer · III Dictionary · II Codebook ● Project status: Development 	Image: Second status icons to access that form/event. Image: Second status icons to access that form/event.					
Data Collection	Cohort Name Walkertown Class A					
Record Status Dashboard -View data collection status of all records dd / Edit Records -Create new records or edit/view existing ones Cohort Name Walkertown Class A Select other record	Data Collection Instrument Status Initial Cohort Information Final Cohort Information					
Applications						
	Repeating Session Form (1)					

- 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".

REDCap	Minnesota PREP Fidelity Monitoring PID 1484									
Logged in as traubk1 Log out I My Projects	Record Home Page									
Contact REDCap administrator Project Home and Design	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 access that form/event.									
 A Project Home → ﷺ Project Setup Ø Designer → Ø Dictionary → Codebook 	Choose action for record Choose action for record Many statuses (all same) Many statuses (mixed)									
Project status: Development Data Collection	Cohort Name Walkertown Class A									
Record Status Dashboard -View data collection tatus of all records Add / Edit Records -Create new records or edit/view existing ones Cohort Name Walkertown Class A	Data Collection Instrument Status Initial Cohort Information Initial Cohort Information Repeating Session Form Image: Head Status									
Select other record										
Applications _										
興 Project Dashboards ♣ Alerts & Notifications ⊕ Multi-Language Management	Repeating Instruments Repeating Session Form (1)									
E Calendar Calendar Calendar Calendar Data Exports, Reports, and Stats Data Comparison Tool Cogging Field Comment Log File Repository User Rights and DAGs Data Quality CREDCap Mobile App	1 + Add new									

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

Sold / Edit Records Costa new records or editivitive existing one Costa new records or editivitive existing one Costa new records or editivitive Sold or environments Sold or environments Initial Cohort Information Repeating Session Form (2) Final Cohort Information	Were 50% or more youth in this program part of the following target populations?		Save & Ex Save & Sta - Cancel -
Applications (-)	Was Kaitlyn Traub observed facilitating during the	® No	
Project Dashboards Alerts & Notifications Multi-Language Management	Programming?	O'Yes, just one time O'Yes, more than one time Observations on be conducted by NN RREP grantee staff, MOH staff, the curriculum developer, or curriculum drailer,	
🖬 Calendar	Exit Survey Information		
Data Exports. Reports. and Stats Data Import Tool Data Comparison Tool	Did you administer an exit survey? * must provide value)) ® Yes	
Logging Field Comment Log File Repository User Rights and	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.)) (12	
External Modules	* must provide value		
Help & Information	What version of survey was administered? * must provide value		
Help & FAQ Video Tutorials Suggest a New Feature	Were there any issues in administering the survey (including impacts from COVID)?	⊖ O Yes	
Contact REDCap administrator	Form Status		
	Complete?	Save & Exit Form Salve & Stay -	

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.

REDCap	Minnesota PREF	P Fidelity Moni	toring PID 148	4	
Logged in as traubk1 Log out My Projects Contact REDCap administrator	🛖 Project Home	i E Project Setup	Cther Function	ality 📀 Project Revision H	istory
Project Home and Design				h as a list of all users with acces	s to this project, general proje
A Project Home 🕖 🚝 Project Setup	statistics, and upcor	ming calendar events	i (if any).		
🕑 Designer 🛛 📳 Dictionary 🖓 🖪 Codebook	La Current Users (1)	🛱 Project Statisti	ics	
Project status: Development	User	Expires	Records in project	: 1	
Data Collection 📃		never	Most recent activit	ty 03/22/2023 1:57pm	
Record Status Dashboard View data collection status of all records Add / Edit Records	(Kaitlin Traub)		Space usage for d	endar Events (next 7 days)	
- Create new records or edit/view existing ones Show data collection instruments				Date Description	
Applications				No upcoming events	1
Project Dashboards Alerts & Notifications Multi-Language Management Calendar Calendar Data Exports, Reports, and Stats Data Import Tool Data Import Tool Data Comparison Tool Calendar Field Comment Log Fiel Repository User Rights and M DAGs Data Quality REDCan Mobile App					

- 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.

REDCap	Minnesota PREP Fidelity Monitoring PED 1444												
Logged in as traubk1 Log out My Projects	Data Exports, Report	s, and Stats		UDEO: How	UDEO: How to use Data Exports, Reports, and Stats								
Contact REDCap administrator	+ Create New Report	B- My Reports & Exports	C Other Export Opt	tions									
Project Home and Design													
♠ Project Home → III Project Setup ☑ Designer → 및] Dictionary → 및 Codebook ■ Project status: Development	Excel, SAS, Stata, R, or SPSS the best and quickest way.	This module allows you to easily view reports of your data, inspect plots and descriptive stratistics of your data, as well as expont your data to Microsoft Exect, 455, Stata, 4, or 955 for analysic by you have such privileges). If you with to expont your refrared that set or view tar a report, then Report A is the best and auckast way. However, if you want to view or export data from only specific instruments (or events) on the filty, then Report I is the best holds. You may also creately our own cutoring models that from only specific instruments (or events) on the filty, then Report I is the best choice. You may also create your own cutom neports below (if you have such privileges) in which you can filter the neport to specific fields, or contains the second se											
Data Collection	events using a vast array of	filtering tools to make sure you	get the exact data you	want. Once you have created	a report, you may view it as a webpage	62.							
Record Status Dashboard	export it out of REDCap in a	specified format (Excel, SAS, S	tata. SPSS, R). or view the	plots and descriptive statisti	cs for that report.								
- View data collection status of all records Add / Edit Records - Create new records or edit/view existing ones	My Reports & Exports												
Show data collection instruments	Report name	Vie	w/Export Options		Management Options	Report ID (auto-generated)	Unique report nam (auto-generated)						
Applications 🔄	A All data (all rec	ords and fields)	View Report	ata BE Stats & Charts									
Project Dashboards Alerts & Notifications Multi-Language Management			Make custom selections										
🖬 Calendar	1 Evergreen	(0	View Report	ata Il Stats & Charts	Edit Copy ×Delete	10656	R-224W47TXN						
Data Exports, Reports, and Stats Data Import Tool	2 Family Tree Clinic	0	View Report	ata IE. Stats & Charts	Fdit Copy ×Delete	10657	R-515RHD00H						
≠ Data Comparison Tool	3 High School for R	ecording Arts	View Report	ata IE Stats & Charts	Edit Copy × Delete	10658	R-591DNJRAKS						
Logging Field Comment Log	4 Lutheran Social S	ervices	View Report	ata IE. Stats & Charts	Foit Copy ×Delete	10714	R-997Fj7C4LH						
File Repository	5 Minneapolis Scho	ol Based Clinics	View Report	ata IL Stats & Charts	Fait Copy ×Delete	10715	R-324F84WXD						
LUSer Rights and 참 DAGs Data Quality	6 Hennepin Health	care	View Report	ata IE Stats & Charts	Edit Copy ×Delete	10716	R-828A7R9LJF						
REDCap Mobile App	+ Create New	Report											
teports 9.5eanin Dirganiat /fdi 📄													
Evergreen Family Tree Clinic High School for Recording Arts Lutheran Social Services Minneapolis School Based Clinics Henneoin Healthcare													

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

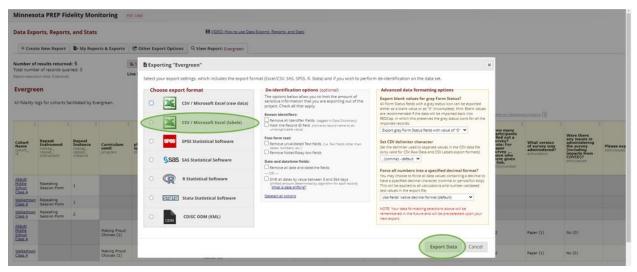
HOW TO USE THE PREP REDCAP FIDELITY MONITORING TOOL

Data Expo	orts, Reports	, and Stats				B VIDEO: H	ow to use Data Exi	ports. Reports, an	d Stats								
+ Creat	e New Report	B- My Repo	rts & Exports	C Other Export	Options Q vi	ew Report: E	vergreen										
stal numbe	results returne r of records que on time: 0 seconds			K Stats & Charts	in the product of the second se		Fedit Report]									
Vergree	en gs for cohorts fa	icilitated by Ev	ergreen.												Table not displayir	is accountly 2	
Cohort Vame ohort_	Repeat Instrument repeat_ instrument	Repeat Instance repeat_ instance	Curriculum used: program	please specify: othercurriculum	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? ynfacilitator	Who was the other facilitator? facilitatorother	How was the content delivered? delivery	If other, please describe otherdelivery	What was the first day program? startdate	Did you administer an entry survey? entry	How many participants filled out a survey? Note: For paper survey ssion who were given a link. entrynumber	What version of survey was administered? entryadmin	Were there any issues i administerin the survey (including impacts frou COVID)? entryissues
bbott tiddle ichool Jass 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)
	Repeating Session Form	1	Making Proud Choices (1)			during		Kaitiyn Traub	No (0)		In-person (1)		03-22-2023	Yes (1)	12	Paper (1)	No (0)
Abbott Middle School Class A Walkertown	Repeating Session Form	1	Making Proud Choices (1) Making Proud Choices (1)			during		Kaitiyn Traub Valerie Frizzle	No (0) No (0)		In-person (1)		03-22-2023	Yes (1) Yes (1)	12	Paper (1) Paper (1)	No (0) No (0)
Abbott Middle School Class A Abbott Middle School Class A Welkertown Class A Welkertown Class A	Repeating Session Form Repeating Session Form	1	Choices (1)		care (1) Male youth	during school (1) In School, during											

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

Data Exp	orts, Reports	and Stats				HI VIDEO: HO	w to use Data Exp	orts, Reports, and	d Stats
+ Creat	e New Report	B. My Repo	rts & Exports	C Other Export	ergreen				
Total numbe	results returned er of records ques on time: 0 seconds			E Stats & Charts		Print Page	/ Edit Report		
Evergree	en ogs for cohorts fa	cilitated by Eve	ergreen.						
¢	¢	0		•	•	\$	¢	¢	
Cohort Name cohort_ id	Repeat Instrument redcap_ repeat_ instrument	Repeat Instance redcap_ repeat_ instance	Curriculum used: program	please specify: othercurriculum	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	Wa ano faci ynfa
Abbott Middle			Making Proud Choices (1)		Youth in foster care (1)	In School, during school (1)		Kaitlyn Traub	No
School Class A									
School	Repeating Session Form	1							
School Class A Abbott Middle School Class A Walkertown		1	Making Proud Choices (1)		Male youth (10)	In School, during school (1)		Valerie Frizzle	No
School Class A Abbott Middle School		1				during		Valerie Frizzle	No

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".

Minnes	ota PREP Fi	delity Mor	nitoring	410 SASA														
Data Exp	orts, Report	s, and Stats				E VOIO	How to use Data E	ports Reports an	d.Stata									
+ Crea	le New Report	B- My Repo	erts & Exports	C Other Export	Options Q	View Report:	Evergreen											
Total numb	results returns er of records qui on time: 0 second	ened: 5		K Statz & Charts				3										
Evergre	en					🗸 Data e	xport was succ	essful!					ж					
All fidelity (ogs for cohorts f	acinated by Ev	ergroen.			the right to	download your da	ta file, if export in	g to a specific s	be downloaded. Clic tatistical analysis pai e. For more details, f	ckage, you will add	itionally need to	Hardy :					
Cohort Name cohort, it	Repeat Instrument reduce_ reduce_ instrument	Repeat Instance reseat instance	Curriculum used: program	please specify: othercurriculum	What is the target population for this cohort? targetpop	When put items liste	ed below that have	its relating to this a been utilized in	this project. The	rt, we ask that in you ank you! in and template met		lease cite the	st Dhe day be gram? date	Did you administer an entry survey?	How many participants lilled out a survey? Note: For paper survey ssion who were given a link.	What version of survey was administered? artiryadmin	Were there any issues in administering the survey (including inspacts from COVID)? anti-young	Please exp entrymotes
Abbatti Histile School Class A	Repeating Session Form	1				×	can be opened in I the full headers an	I the survey result Excel. You have the id answer labels or	in CSV (comma choice of down) just with the an	-separated) format, w oading the data either ower codes (i.e. raw d	with ta).				entrynumber -			
Walkartown Class.A	Repeating Seasion Form	1					NOTE: If you are a similations the dat	ising a version of I a will only be read	ticrosoft Excel pr to 25\$ columns	tor to Excel 2007, due when opened.	20	COTAL .						
Walvertown Class_A	Repeating Session Form	37																
Albott Hidős Schost Class, A			Haking Proud Choices (1)		Youth in foo care (1)					_		Close	12-2023	Yes (1)	12	Paper (1)	No (0)	
Welkertown Class.A			Haking Proud Chorpes (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)	

- 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.