

Viewing and Responding to Queries in REDCap

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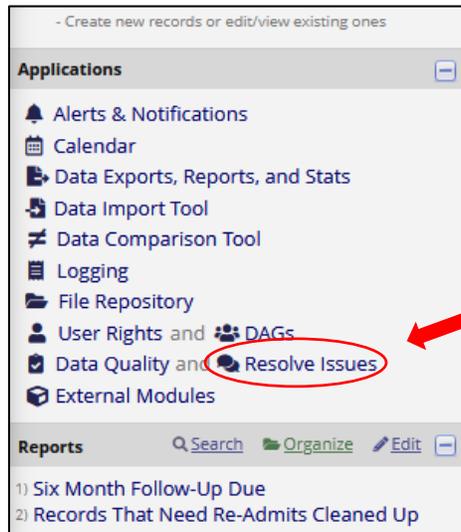
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What is a Data Query?

A query is a way of reporting, correcting, and tracking data errors in REDCap. Queries can be opened by UWPPI staff and can be responded to by other users. Once corrected, the query will be closed.

Step 1: Navigating to the Data Resolution Dashboard

Login to REDCap. On the left-hand sidebar of the page, click on “Resolve Issues” under Applications. It should have two speech bubbles next to it.



The Resolve Issues page works as a to-do list of queries to you and your site. There are several columns to the table describing different parts of each query.

Data Resolution Dashboard		Filters: Open / unresolved issues (6)				
Export		<input type="text" value="All fields and rules"/> <input type="text" value="All events"/> <input type="text" value="All data access groups"/> <input type="text" value="User assigned (all users) or not assigned"/>				
Click button to view data query	Record (Sorted by DAG)	Data Quality rule and/or Field	User Assigned	Days Open	First Update	Last Update
1 comment	10 (#1) awftest2020 Intake	Field: enrollment_date (Date of Enrollment into SOR 2 Grant-funded services;)	awalshfelz	7.2	hogeterp (12/09/2020 8:45am): "Date of enrollment correct?"	[same as first update]
1 comment	3 (#1) TEST123 Intake	Field: impactstress (3. During the past 30 days, how stressful have things been...)	awalshfelz	7.2	hogeterp (12/09/2020 8:42am): "Value of 'Not at all' should be changed to 'Not applicable' because no reported drug / alcohol use..."	[same as first update]
1 comment	3 (#1) TEST123 Intake	Field: modality (Modality (SELECT AT LEAST ONE MODALITY))	awalshfelz	7.2	hogeterp (12/09/2020 8:42am): "No modality selected"	[same as first update]
1 comment	3 (#1) TEST123 Intake	Field: tx_services (Treatment Services (SELECT AT LEAST ONE SERVICE))	awalshfelz	7.2	hogeterp (12/09/2020 8:42am): "No treatment service selected"	[same as first update]
1 comment	4 (#1) 123456789 Intake	Field: hispaniclatino (2. Are you Hispanic or Latino?)	mnbrubaker	0	mnbrubaker (12/16/2020 1:25pm): "This was incorrect"	[same as first update]
3 comments	8 (#1) awftest2020 Intake	Field: clienttype (Client Type *All clients should be the "treatment client"...)	eskalitzky	5.1	hogeterp (12/11/2020 11:07am): "Test for multiple responses in a row (12/11/2020) Thank you!"	eskalitzky (12/11/2020 11:10am): "Test comment 2, sending back for further attention"

Record #: The Record ID where the query can be found.

Data Quality Rule / Field: The question in the GPRa where the query was opened.

(Note: You can still reply to a query if you were not the assigned user).

User Assigned: Who was assigned this query?

Days open: How many days has it been since the query was opened?

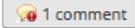
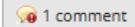
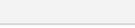
First update: When was the first reply to the query? Who replied to it? What did they comment?

Last update: When was the most recent reply to the query?

Step 2: Viewing Queries:

There are two ways of viewing more information about specific queries: Directly in the Data Resolution Dashboard, or through the GPRa Record itself. Both can be found on the Data Resolution Dashboard.

Viewing a Query Through the Resolution Dashboard

Click button to view data query	Record (Sorted by DAG)
	10 (#1) awftest2020 Intake
	3 (#1) TEST123 Intake
	3 (#1) TEST123 Intake
	3 (#1) TEST123 Intake
	4 (#1) 123456789 Intake
	8 (#1) awftest2020 Intake

Clicking on the button under the table labeled 'Click button to view data query' will show you all actions and responses taken for that query.

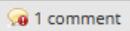
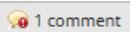
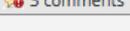
Replying to a Query Through the Resolution Dashboard

REDCap Record ID: [3](#)
Event: **Intake**
Field: **modality** ("Modality (SELECT AT LEAST ONE MODALITY)")
Status: 🗨️ **Open / Unresolved** (unresponded)

Date/Time	User	Comments and Details
12/09/2020 8:42am	hogeterp	Action: Opened query Assigned to user: awalshfelz (Aria Walsh-Felz) Comment: "No modality selected"
12/30/2020 10:56am	hogeterp	<input checked="" type="radio"/> Reply with response: <input type="text" value="-- choose response --"/> <input checked="" type="text" value="-- choose response --"/> Corrected - Data missing Corrected - Typographical error Corrected - Wrong source used Verified - Confirmed correct (no error) Other

After selecting the comment, a table with the current history of the query will be opened. To respond, select from the drop down 'Reply with response:' with the most applicable option for the changes made. These changes can then be further described in the comment box below. REDCap requires that you leave a comment. When finished, click on 'Respond to query' in the bottom right. Users other than UWPHI staff cannot close queries.

Viewing a Query Through the GPRA Record

Click button to view data query	Record (Sorted by DAG)
 1 comment	10 (#1) awftest2020 Intake
 1 comment	3 (#1) TEST123 Intake
 1 comment	3 (#1) TEST123 Intake
 1 comment	3 (#1) TEST123 Intake
 1 comment	4 (#1) 123456789 Intake
 3 comments	8 (#1) awftest2020 Intake

Clicking on the blue underlined Record ID in the column labeled 'Record' will bring you to the GPRA survey that has the query opened on it. If you right click the underlined text, and select 'Open in new tab', the GPRA will appear scrolled to have the queried question at the top of your page.

Treatment Services (SELECT AT LEAST ONE SERVICE)
** must provide value*

- 2. Brief Intervention
- 3. Brief Treatment
- 4. Referral to Treatment
- 5. Assessment
- 6. Treatment Recovery/Planning
- 7. Individual Counseling
- 8. Group Counseling
- 9. Family/Marriage Counseling
- 10. Co-Occurring Treatment/Recovery Services
- 11. Pharmacological Interventions
- 12. HIV/AIDS Counseling
- 13. Other Clinical Services (Specify below)

Select at least one service!

To view a query from the GPRA entry, left click on the speech bubble to the left of the question. A yellow speech bubble indicates there is an open query on that question.

Replying to a Query through the GPRA Record

REDCap Record ID: [3](#)
 Event: **Intake**
 Field: **modality** ("Modality (SELECT AT LEAST ONE MODALITY)")
 Status: 🗨️ **Open / Unresolved** (unresponded)

Date/Time	User	Comments and Details
12/09/2020 8:42am	hogeterp	Action: Opened query Assigned to user: awalshfelz (Aria Walsh-Felz) Comment: "No modality selected"
12/30/2020 10:56am	hogeterp	<input checked="" type="radio"/> Reply with response: <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text" value="-- choose response --"/> </div> <input checked="" type="radio"/> -- choose response -- <input type="checkbox"/> Corrected - Data missing <input type="checkbox"/> Corrected - Typographical error <input type="checkbox"/> Corrected - Wrong source used <input type="checkbox"/> Verified - Confirmed correct (no error) <input type="checkbox"/> Other

To reply to a query, select from the options of which would best describe the action taken and leave a comment in the text box. REDCap will not let you submit a query without leaving a comment!

Closed Queries

Identify the services you plan to provide to the client during the client's course of treatment/recovery.

1. Case Management
 2. Day Treatment
 3. Inpatient/Hospital (Other Than Detox)
 4. Outpatient
 5. Outreach
 6. Intensive Outpatient
 7. Methadone
 8. Residential/Rehabilitation
 9A. Detoxification - Hospital Inpatient
 9B. Detoxification - Free-Standing Residential
 9C. Detoxification - Ambulatory Detoxification
 10. After Care
 11. Recover Support
 12. Other (Specify below)

Modality (SELECT AT LEAST ONE MODALITY)
 * must provide value

Once a query has been closed, the speech bubble icon will appear with a green check instead of a red exclamation point. It will also be filtered to closed queries on the Data Resolution Dashboard on the Resolve issues page.