

REDCap Reports: The Six-Month Follow-Up Due Report

View the Six Month Follow-Up Due report under the reports section within the left-hand side bar. You can see the side bar anywhere in the project.

This report pulls information from clients from your site who fit these criteria:

1. The intake GPRA for the client was at least 145 days ago (**5 months**), the beginning of the follow-up period
2. The 6 Month Follow-up GPRA for that client is not marked as "Complete" in REDCap.



The Components of the Six Month Follow-up Due Report

This report is ordered by the interview date for each client – the earliest interview dates and follow-up periods will appear at the top of the table.

Six Month Follow-Up Due

List of clients whose enrollment date was at least 145 days ago and who have not yet had a follow-up form completed for them. Records will show up if:

- If the initial GPRA interview date is more than 145 days in the past (on the most recent re-admit).
- If the 6 Months Follow-Up GPRA instrument is not marked as "Complete"

A	B	C	D				
REDCap Record ID record_id	Event Name redcap_event_name	Repeat Instrument redcap_repeat_instrument	Repeat Instance redcap_repeat_instance	Data Access Group redcap_data_access_group	Date of Interview interviewdate	Follow-up Window BEGIN Date (5 months after intake interview) fu_window_begin_date	Follow-up Window END Date (8 months after intake interview) fu_window_end_date
1 123456789	Intake	GPRA	1		09-06-2020	02-04-2021	05-06-2021
2 2468101214	Intake	GPRA	1		10-05-2020	03-05-2021	06-04-2021

- A. REDCap Record ID:** The ID# assigned to the client in REDCap. This column also shows the MCI# or other unique identifier for your clients.
- B. Repeat Instance:** This refers to which intake GPRA the follow-up window is based off of. If the number listed is '1', this means that this window is based off their first intake GPRA. If a '2' is listed, this means that the client is a re-admit and the window corresponds to their second intake GPRA.
- C. Date of Interview:** This is the date the client’s intake GPRA interview was administered. This date is used to determine the follow-up window period.
- D. Follow-up window BEGIN and END Date:** These two columns display the beginning and end of the follow-up period window for a client. The follow-up window begins 5 months after the intake interview, and ends 8 months after the intake interview. Clients’ follow-up interviews should be completed during this window.

Once a completed follow-up interview is added to the REDCap project, the associated intake record will no longer show up in this report.