

Fit Families REDCap Error Resolution Training

UWPHI Evaluation Team

Last Updated: 9/28/23



Agenda



- Cleaning Process Overview
- Error Resolution Dashboard
- Correcting Errors
- File Repository

Cleaning Process

Eval Team Review

Eval team reviews data for errors monthly. For each error, we open a query and assign it to a specific user/coach

Coach Notified

Coach will receive an email when a query is opened to let them know they have an error to resolve

Log in to REDCap

Coach logs into REDCap and accesses the Fit Families REDCap project

Review Queries

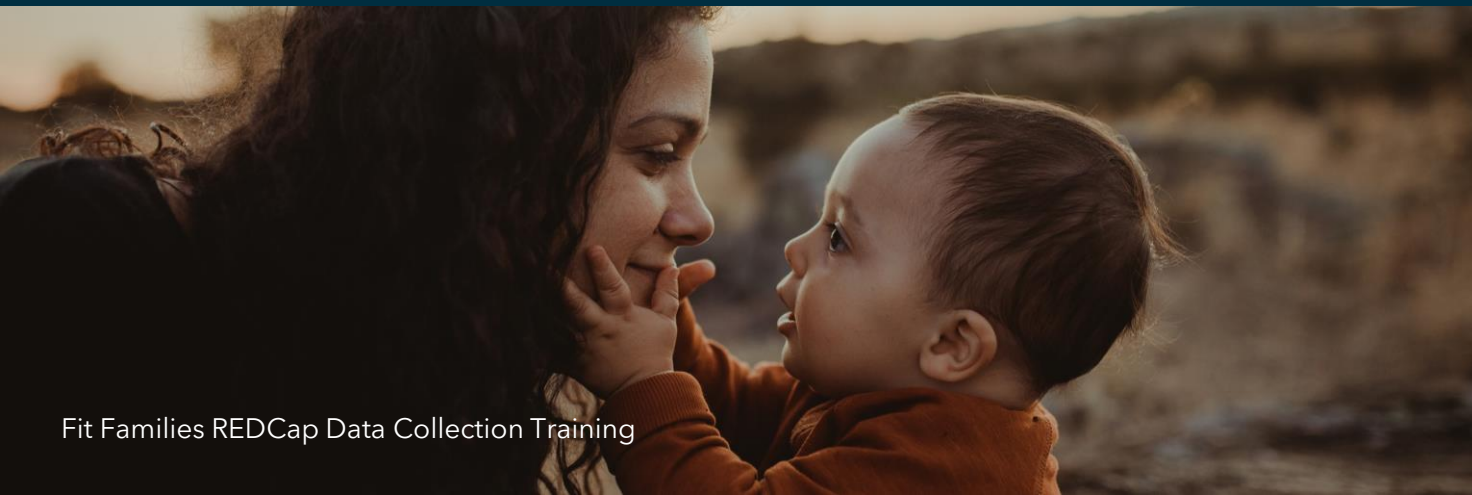
Coach uses the following directions to review any open queries, correct errors, and reply to eval team

Eval Team Resolves Errors

Eval team will review edits and comments and close queries once they are resolved

Error Resolution

Cleaning the data



Resolve Issues

REDCap®

Logged in as hjoyner | Log out

My Projects

REDCap Messenger

Contact REDCap administrator

Project Home and Design

Project Home · Codebook

Project status: Development

Data Collection

Record Status Dashboard
- View data collection status of all records

Add / Edit Records
- Create new records or edit/view existing ones

Applications

Email Logging

File Repository

User Rights

Customize & Manage Locking/E-signatures

Resolve Issues

Project Bookmarks

View Active Families

FY23 Satisfaction Survey - English

FY23 Satisfaction Survey - Spanish

Enroll Family

Reports

Search

1) Active Families with No Recent Contact Recorded

Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

Contact REDCap administrator

1. From left menu, click Resolve Issues link
2. Data Resolution Dashboard will open

Data Quality

Find Issues Resolve Issues 2 Resolution Metrics

[VIDEO: Data Resolution Workflow](#) or [Read introduction to Data Resolution Workflow](#)

This page displays all data queries that are currently unresolved or have already been resolved using the Data Resolution Workflow. Some issues may have been initiated by users on data collection instruments, and others may have been initiated after executing Data Quality rules on the Find Issues tab. The table lists the name of the record and the specific field or Data Quality rule to which the data query belongs, as well as the user assigned to the query (if applicable), the number of days the data query has been open, and a brief snippet of the query's first and last comment. The results in the table can be filtered by the query status type (e.g., open, closed), by certain fields or Data Quality rules, and also by users assigned to it. Each data query may be viewed by clicking the button to its left.

Data Resolution Dashboard Filters: Open / unresolved issues (2)

Export

All fields and rules

All events

User assigned (all users) or not assigned

Click button to view data query	Record	Data Quality rule and/or Field	User Assigned	Days Open	First Update	Last Update
1 comment	4083-5 Hilary Joy Add/Update Children	Rule #2: Child marked as Completed but no Month 13 variables completed.	hjoyner	0	hjoyner (08/17/2023 5:48pm): "Please complete Graduation behavioral variables within 3 months of program completion"	[same as first update]
1 comment	4083-6 Hilary Joy Add/Update Children	Rule #12: Child does not have any race check-boxes selected.	hjoyner	0	hjoyner (08/17/2023 5:49pm): "Please select at least one check-box for child's race"	[same as first update]

3. Resolve Issues tab will show unresolved data issues

Resolve Issues Dash- board

Data Quality

Number of open/unresolved issues

Find Issues

Resolve Issues **2**

Resolution Metrics

[VIDEO: Data Resolution Workflow](#) or [Read introduction to Data Resolution Workflow](#)

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Data Resolution Dashboard		Filters:				
Export		Open / unresolved issues (2) ← Filter for viewing resolved errors				
		All fields and rules				
		All events				
		User assigned (all users) or not assigned ← Filter for viewing errors by coach				
Click button to view data query	Record	Data Quality rule and/or Field	User Assigned	Days Open	First Update	Last Update
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View
Data
Query
Button

[Record
ID link](#)
and
Event
Name

Type of
error

Coach to
whom error
is currently
assigned

First comment
from eval team
(Click data query
button for more
details)

Resolve Issues Dash- board

Data Quality

[Find Issues](#)[Resolve Issues](#) **2**[Resolution Metrics](#)

[VIDEO: Data Resolution Workflow](#) or [Read introduction to Data Resolution Workflow](#)

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 Click on Record ID hyperlink to view record with open data query

Data Resolution Workflow

VIDEO: Data Resolution Workflow

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Record ID: [4083-7](#)
Event: **Month 2**
Field: **date** ("Contact Date")
Status: **Open / Unresolved** (unresponded)

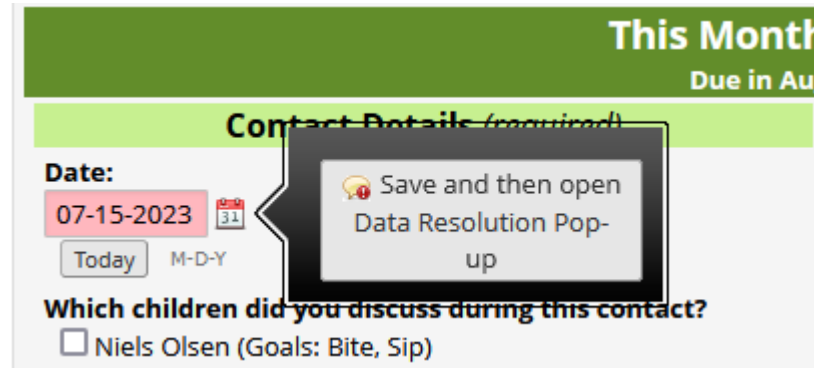
Click on Record ID hyperlink to view record with open data query

Date/Time	User	Comments and Details
07/17/2023 10:30am	hjoyner	Data Changes Made: date = '2023-08-15'
08/17/2023 6:33pm	hjoyner	Data Changes Made: date = '2023-07-15'
08/17/2023 6:34pm	hjoyner	Action: Opened query Assigned to user: hjoyner (Hilary Joyner) Comment: "Please double-check contact date."
08/17/2023 6:35pm	hjoyner	Data Changes Made: date = '2023-08-15'
08/17/2023 6:36pm	hjoyner	☒ Reply with response: Corrected - Typographical error Upload file (optional): Upload file — OR — ☐ Close the query Comment:

Full comment on data error from eval team

Review/ Correct Error in Record

- Locate data quality issue in record
- Correct any mistakes or verify data is missing
- Click Save and then open Data Resolution Pop-up button



The screenshot shows a portion of a REDCap form. At the top, there is a green header bar with the text "This Month" and "Due in Aug". Below this is a section titled "Contact Details (required)". The "Date:" field is highlighted with a red border and contains the date "07-15-2023". To the right of the date field is a small calendar icon. Below the date field are two buttons: "Today" and "M-D-Y". To the right of the "Today" button is a grey button with a red icon and the text "Save and then open Data Resolution Pop-up". Below this button is a question: "Which children did you discuss during this contact?" followed by a checkbox and the text "Niels Olsen (Goals: Bite, Sip)".

- Record response to data quality issue to send it back to eval team (see next slide)
- If button not visible, use Save & Exit button and return to query in Data Resolution Workflow to record response

Data Resolution Workflow

 [VIDEO: Data Resolution Workflow](#)

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08/17/2023 6:34pm	hjoyner	Action: Opened query Assigned to user: hjoyner (Hilary Joyner) Comment: "Please double-check contact date." Assign to other user
08/17/2023 6:35pm	hjoyner	Data Changes Made: date = '2023-08-15'
08/17/2023 6:36pm	hjoyner	☒ Reply with response: Corrected - Typographical error Upload file (optional):  Upload file — OR — ☐ Close the query Comment:

Respond to query

Use **Reply with response** drop-down to choose response to query

-- choose response --

-- choose response --

Corrected - Data missing

Corrected - Typographical error

Corrected - Wrong source used

Verified - Confirmed correct (no error)

Other

Data Resolution Workflow

[VIDEO: Data Resolution Workflow](#)

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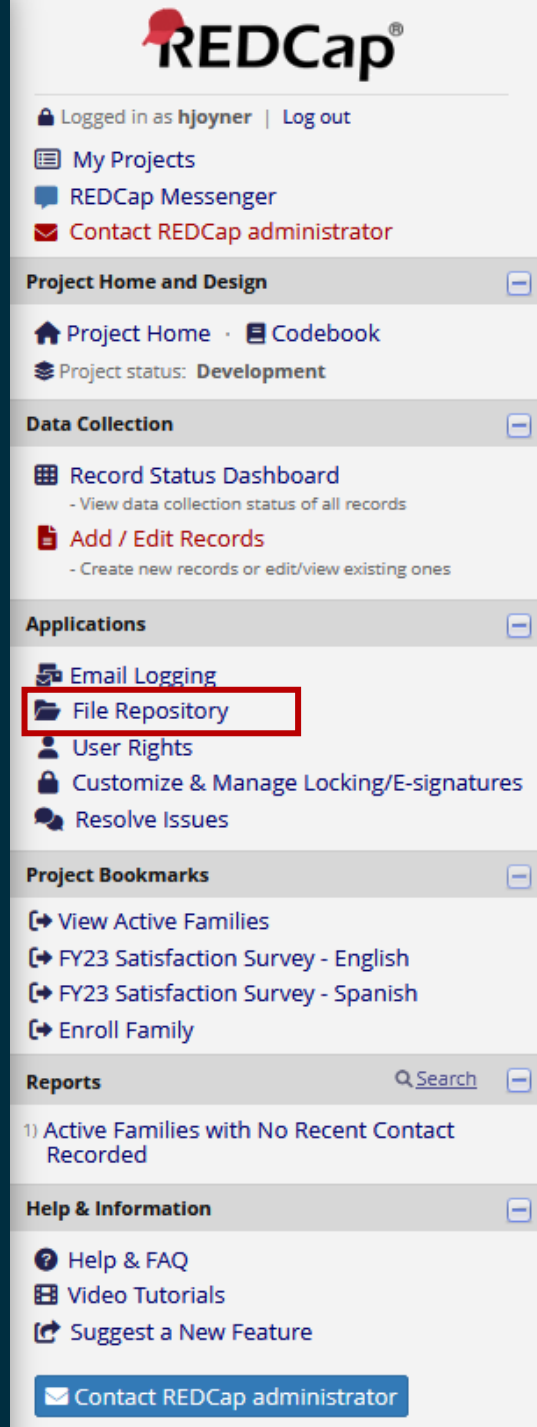
Add comments/
response for eval
team

Click to save response →

Respond to query

Cancel

File Repository



- Access from File Repository link on left hand navigation bar
- Folder with training materials available to all sites
- Each site will have their own folder – users from their site can access, but not coaches from other sites
- Site-specific reports from 2022 onward will be added to site folders

Evaluation Team

Email the Team

fitfamilies@med.wisc.edu



Sarah Linnan
linnan@wisc.edu



Hilary Joyner
hjoyner@wisc.edu



Erin Taber
etaber2@wisc.edu