



UTAH DEPARTMENT OF
HEALTH

Utah Syringe Exchange Network REDCap Guide

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REDCap Projects:

USEN – Required Reporting Forms

SEP Client Intake

SEP Daily Log

Introduction

The Utah Syringe Exchange Network (USEN), in cooperation with the Utah Department of Health, utilizes the browser-based Research Electronic Data Capture (REDCap) software in order to collect pertinent data on syringe exchange programs and their participants. There are three REDCap projects with surveys or data entry forms to collect data:

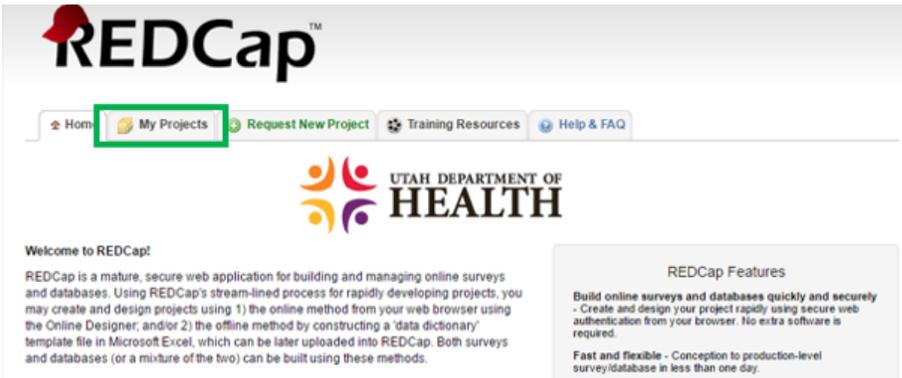
- USEN – Required Reporting Forms (2 surveys)
 - Agency Enrollment
 - Quarterly Log
- SEP Client Intake (1 form)
- SEP Daily Log (1 form)

As mentioned, there are two ways to collect data in REDCap, through **surveys** and **forms**. The Utah Syringe Exchange Network (USEN) REDCap projects utilize both of these types of data collection instruments.

- Surveys do not require users to log in to REDCap to enter data as they are initiated by an outside entity. In this case, the Department of Health will send surveys to agencies participating in syringe exchange. However, users will not have access to the data that is entered into the survey.
- For data entry forms, data is entered by REDCap project users—individuals must log into the project in order to enter data. Users are able to see the data they collect and also generate statistics and reports within REDCap.

To access REDCap, go to <https://redcap.health.utah.gov/redcap/index.php> and log in using your username and password. Select the My Projects tab in order to see the projects available to you.

Figure 1: My Projects Tab



USEN – Required Reporting Forms

This project contains the *Agency Enrollment* and the *Quarterly Log* forms. Both of these forms exist as surveys which means that users do not have to have REDCap logins to fill out information for them.

Agency Enrollment

The *Agency Enrollment* survey can be accessed by sending an email request to: syringeexchange@utah.gov . The purpose of this form is to notify the Department of Health of an agency's intentions to begin operating a syringe exchange program at least 15 days prior to the start of operations, as required by R386-900. It asks for information about the agency and proposed SEP including:

- Proposed start date of Syringe Exchange Program (SEP)
- Basic agency information including location and contact information
- Services the agency currently provides to target population
- Agency description
- Description of proposed SEP including estimated numbers to be served
- Safety protocol for needlestick prevention
- Sharps disposal plan

You will receive an email from the Department of Health within 7 business days after completing this form, indicating whether or not your agency has been approved as an SEP. If you have not heard from the Department within this time period, please email SyringeExchange@utah.gov to inquire about your agency's status.

Figure 2: Agency Enrollment Survey

Agency Enrollment

UTAH SYRINGE EXCHANGE PROGRAM (SEP)

Agency Enrollment Form:
As required by R386-900, an agency operating a syringe exchange program is required to notify the Department 15 days prior to beginning a program and within 15 days after discontinuing a program.

Date of Application Today M-D-Y
* must provide value

Proposed Start Date of SEP Today M-D-Y
* must provide value
Must be at least 15 days from date of application

I. AGENCY INFORMATION

Agency Name:
* must provide value

Quarterly Log

This form is required under R386-900. It asks for aggregate information about the agency and its clients including:

- Approximate number of individuals/exchange encounters
- Approximate number of syringes collected
- Total number of syringes collected
- Total number of individuals referred to services (by type)
- Total number of individuals who received educational materials (by type)

This survey is automatically sent out each quarter. A paper version can be downloaded from the Department's website: <http://health.utah.gov/epi/prevention/> . **Agencies providing syringe exchange services must return this form to the Department each quarter.**

Figure 3: Quarterly Log Survey

Quarterly Log + -

UTAH SYRINGE EXCHANGE PROGRAM (SEP)

Quarterly Log Form:
Per R386-900, an agency operating a syringe exchange program in Utah is required to submit the following data to the Department.

I. AGENCY INFORMATION

Quarterly Date Range:

Start Date: 3.1 Today M-D-Y

End Date: 3.1 Today M-D-Y

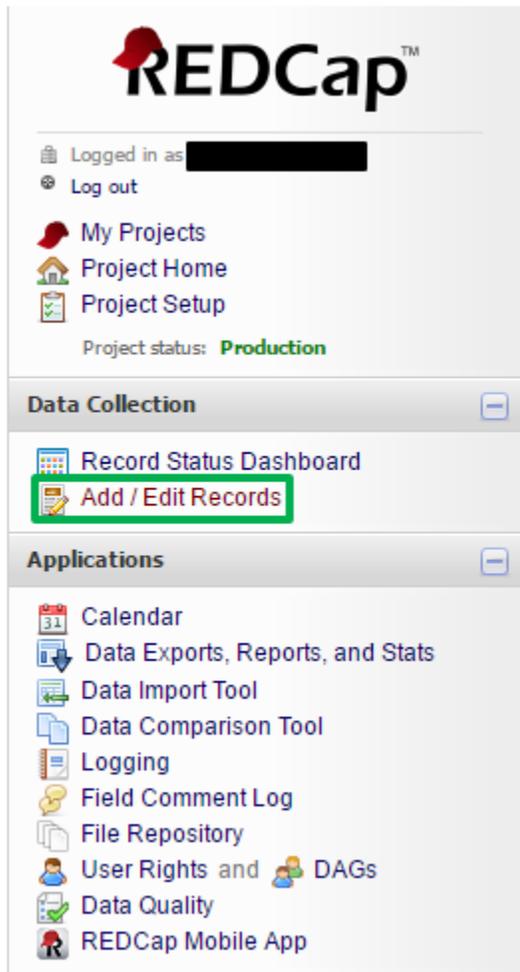
Please enter the following information if it has changed since agency enrollment.

Agency Name:

SEP Client Intake

The SEP Client Intake project is set up as a data entry form. This means that users will need to have access to REDCap and log in to the Utah Department of Health's REDCap instance in order to enter data. This form is optional, but recommended.

Figure 4: Add/Edit Records Option



After logging in to REDCap and selecting the SEP Client Intake project, users can enter data by selecting the Add/Edit Records option on the left-hand side of the screen.

Users will enter either a new or existing Participant Card Code (PCC) in order to create or access a record. The PCC is a unique identifier for the individuals accessing syringe exchange services. It allows the SEP to keep track of the number of clients utilizing their services while also maintaining client confidentiality.

Figure SEQ Figure * ARABIC 5: Participant Card Code

(F1,2) First and second letters of participant's first name.
(M1,2) First and second letters of participant's mother's first name.
(MM) Month of birth (January=01)
(YY) Year of birth (1989=89)

F 1	F 2	M 1	M 2	M	M	Y	Y

The Add/Edit Records field will bring up already existing PCC's as you type and will not let you create a new record for an already existing PCC—you can only edit the record and add new entries to it.

This screen will also show you what Data Access Group (DAG) you belong to within REDCap. This should reflect the name or acronym of your organization. If it does not, contact the Syringe Exchange Coordinator before entering data. DAGs divide REDCap so that the records your agency enters can only be seen by those within your agency.

Figure 6: Add/Edit Records Screen

SEP Client Intake

Data Access Group: **USEN** Change

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 197 / In group: 0

Choose an existing Participant Card Code	-- select record -- ▾
Enter a new or existing Participant Card Code	

Data Search

Choose a field to search <small>(excludes multiple choice fields)</small>	-- select search field -- ▾
Search query <small>Begin typing to search the project data, then click an item in the list to navigate to that record.</small>	

The next screen shows you the Event Grid for the project. This project is longitudinal, allowing users to collect data for individuals who access services at multiple timepoints. In order to start the record, simply click on the bubble that is closest to the left that has no data entered (gray). For this record, that would be the first bubble, the Initial Interview.

Figure 7: Event Grid

SEP Client Intake

Data Access Group: **[No Assignment]**

Event Grid

"zzzzTESTzzzz" is a new Participant Card Code. You will need to click any of the gray buttons below to create a record for this Participant Card Code and begin entering data for it.

The grid below displays the form-by-form progress of data entered into the project for one particular Participant Card Code for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:
● Incomplete ● Incomplete (no data saved) ?
● Unverified
● Complete

Data Collection Instrument	Initial Interview	Re-Interview 1	Re-Interview 2	Re-Interview 3	Re-Interview 4	Re-Interview 5	Re-Interview 6	Re-Interview 7	Re-Interview 8	Re-Interview 9	Re-Interview 10
Client Intake Form	●	●	●	●	●	●	●	●	●	●	●

Clicking this will take you to the form where you can enter information on the client who received services. For the Agency Information section, the Agency ID is a uniform ID provided to your agency by the Health Department. Make sure to use the same ID each time you enter information into this form.

Figure 8: Form - Agency Information

Adding new Participant Card Code zzzzTESTzzzz	
Event Name: Initial Interview	
Participant Card Code	zzzzTESTzzzz
Utah Syringe Exchange Program (SEP) <u>Client Intake Form:</u> This form is optional and not required by Rule 386-900 DO NOT include any personal health or identifying information	
I. AGENCY INFORMATION	
Today's Date	<input type="text"/> Today M-D-Y
Interview Type (check one)	<input type="radio"/> First Interview <input type="radio"/> Re-Interview reset
Agency Name <small>* must provide value</small>	<input type="text"/>
Agency ID <small>* must provide value</small>	<input type="text"/>
Interviewer	<input type="text"/>

Figure 9: Form - Client Demographics

II. CLIENT DEMOGRAPHICS

Current Gender Identity
Radio buttons (round) mean you can select only one answer.

- Male
- Female
- Trans MTF
- Trans FTM
- Trans-Unspecified
- Declined
- Other

Do you consider yourself Hispanic/Latino?
 Yes
 No
 Decline

Do you consider yourself: (select all that apply)
Checkboxes (square) mean you can select multiple answers.

- Black/African American
- White/Caucasian
- Native Hawaiian/Pacific Islander
- Asian
- American Indian/Alaskan Native
- Unknown
- Declined
- Other

What is your current living status?
 Permanent Residence
 Homeless
 Shelter
 Car/Vehicle
 Declined
 Other

County of Residence

Zip Code of Residence

Have you been incarcerated in the last 90 days?
 Yes
 No

During the last year have you received any substance abuse treatment?
 Yes
 No

Some fields only appear when you select certain answers. For instance, if you select “Other” as an individual’s current living status, a short textbox will appear for you to describe what that status is.

Figure 10: Form - Other Current Living Status

Current Living Status - Other

Figure 11: Form - Client Risk Factor Assessment

III. CLIENT RISK FACTOR ASSESSMENT

During the last 30 days, did you use any of the following substances: (select all that apply)

- Heroin
- Crack/Cocaine
- Methamphetamine/Speed
- Cannabis/Marijuana
- Alcohol
- Benzodiazepines (Benzos, Ativan, Xanax, etc.)
- Prescription Pain Killers (Opioids, Oxycontin, Percocet)
- Methadone
- Spice
- Declined
- Other

During the last 30 days did you share any of the following? If so, how often did you share these items?

		Unknown (but did share)	1-5X	5-10X	10-20X	20+X	N/A (Did not share)
Cookers/Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Syringes/Needles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cottons/Filters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes (No PHI):

Make sure to change this from **Incomplete** to **Complete** once you are finished filling out data.

Utah Department of Health Syringe Exchange Program

http://health.utah.gov/epi/prevention/syringe_exchange/

Form Status

Complete? Incomplete ▾

When you have finished entering data and marked your form as complete, click Save Record and your entry will be saved and you will be taken back to the Event Grid screen. It will show you that you have successfully added a record. The color of the bubble tells you whether the data entered for that particular event was marked as

Complete (green), Incomplete (red), Unverified (yellow), or if there is no data yet entered (gray).

Figure 12: Form - Record Entered

Event Grid

The grid below displays the form-by-form progress of data entered into the project for one particular Participant Card Code for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

- Incomplete
- Unverified
- Complete
- Incomplete (no data saved) ?

✔ Participant Card Code **zzzzTESTzzzz** successfully edited

Data Collection Instrument	Initial Interview	Re-Interview 1	Re-Interview 2	Re-Interview 3	Re-Interview 4	Re-Interview 5	Re-Interview 6	Re-Interview 7	Re-Interview 8	Re-Interview 9	Re-Interview 10
Client Intake Form	●	<input type="radio"/>									

To enter more data on this same client, simply click the next gray button and repeat the process over again. To enter information on a new patient, select Add/Edit Records on the left hand side of the screen and go through the steps from the beginning.

SEP Daily Log

The SEP Daily Log project is set up as a data entry form. This means that users will need to have access to REDCap and log in to the Utah Department of Health's REDCap instance in order to enter data. This form is optional, but recommended.

After logging in to REDCap and selecting the SEP Daily Log project, users can enter data by selecting the Add/Edit Records option on the left-hand side of the screen (refer to Figure 4).

This screen will show what Data Access Group (DAG) you belong to within REDCap. This should reflect the name or acronym of your organization. If it does not, contact the Syringe Exchange Coordinator before entering data. DAGs divide REDCap so that the records your agency enters can only be seen by those within your agency.

Figure 13: Log - Data Access Group

The screenshot displays the REDCap interface for the 'SEP Daily Log' project. At the top, the title 'SEP Daily Log' is shown. Below it, a blue bar indicates the 'Data Access Group: [No Assignment]' with a 'Change' button. The 'Actions' section includes buttons for 'Download PDF of instrument(s)', 'Share instrument in the Library', and a video link 'VIDEO: Basic data entry'. The 'Daily Log' section features a message: 'You may view an existing record/response by selecting it from one of the drop-down lists below. The records are separated into each drop-down list according to their status for this particular data collection instrument. To create a new record/response, click the button below.' Below this message is a table with the following structure:

Total records: 0	
Incomplete Records (0)	-- select record --
Complete Records (0)	-- select record --
Add new record	

Below the table is a link: [Show Unverified Records above](#)

The 'Data Search' section includes a dropdown menu for 'Choose a field to search (excludes multiple choice fields)' with the value '-- select search field --'. Below it is a 'Search query' input field with the instruction: 'Begin typing to search the project data, then click an item in the list to navigate to that record.'

This project differs from the SEP Client Intake project in that users don't enter in a participant ID code to create a record. Instead, a unique Record ID is automatically generated when users click Add new record. Users can also select previously entered

records from the drop down menu in order to view or edit them. This is not a longitudinal project so there is not an Event Grid to enter repeat events.

After a user selects Add new record, they are taken to the form where they can enter information on the client who received services. For the Agency Information section, the Agency ID is a uniform ID provided to your agency by the Health Department. Make sure to use the same ID each time you enter information into this form.

Figure 14: Log - Agency Information

Adding new Record ID 1

Record ID 1

Utah Syringe Exchange Program (SEP)

Log Form:

This form is optional and not required by Rule 386-900
DO NOT include any personal health or identifying information

I. AGENCY INFORMATION

Agency ID * must provide value

SEP Name (If Different Than Above)

Date Today M-D-Y

Staff/Outreach Worker * must provide value

For the next section, none of the values are required to be entered in order to save the form. However, users should enter as much information about the encounter with that unique participant as they can, especially the PCC.

Figure 15: Log - Syringe Exchange Log

II. Syringe Exchange Log

Participant Card Code

Participant Card Code

Your card code will be needed each time you request new needles/syringes. This allows the agency to identify the number of clients who use this service, while keeping your identity confidential.

(F1,2) First and second letters of participant's first name.
 (M1,2) First and second letters of participant's mother's first name.
 (MM) Month of birth (January=01)
 (YY) Year of birth (1989=89)

F 1	F 2	M 1	M 2	M	M	Y	Y

First Enrollment Yes No reset

Approximate # of Syringes Collected

of Syringes Distributed

Referral Codes No Referrals Given
 (Check All That Apply) Substance Abuse and Treatment Services
 HIV/HCV Testing
 Opiate Antagonist (Naloxone)
 Healthcare Services
 Social Services/Behavioral Health
 HIV/HCV Education
 STD Education
 Other Education (i.e. Safe Injection Practices)
 Legal Services
 Job/Employment Services
 Housing
 Other

Supply Codes HIV/HCV/STD Materials
 (Check All That Apply) Condom Distribution
 Other Injection Supplies (Alcohol, Cookers, Water)
 Opiate Antagonist (Naloxone) Kits
 Other

Notes (No PHI)

Expand

Some fields only appear when you select certain answers. For instance, if you select "Other" as an individual's Referral Code, a short textbox will appear for you to describe what referral was for.

Figure 16: Log - Other Referral

A horizontal form element with the label "Referral - Other" on the left. To its right is a small help icon (a circle with an 'H') and a speech bubble icon. Further right is a rectangular text input box.

When you have finished entering data and marked your form as Complete, click Save Record and your entry will be saved.

Figure 17: Log - Form Status

A section titled "Form Status" with a yellow header. Below the header is a row with the label "Complete?" and a dropdown menu currently showing "Incomplete". Below this are three buttons: "Save Record", "Save and Continue", and "-- Cancel --".

You will be taken back to the Add/Edit Records screen and it will show that you have successfully added a record. You'll notice that next to the Record IDs in parentheses are the date the entry was created and the PCC of the entry to make finding specific records easier.

Figure 18: Log - Record Successfully Added

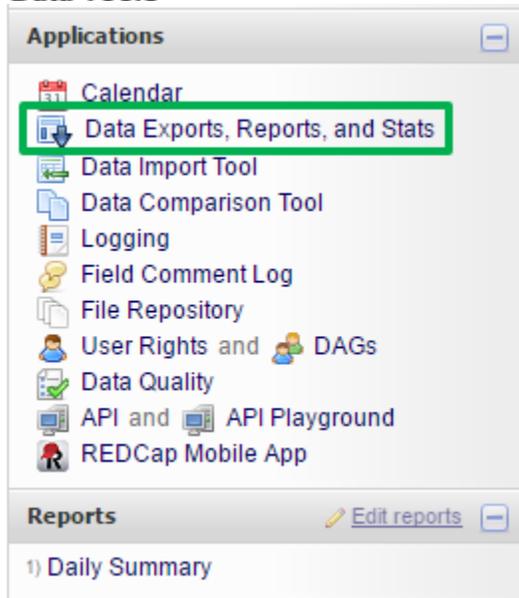
Daily Log

You may view an existing record/response by selecting it from one of the drop-down lists below. The records are separated into each drop-down list according to their status for this particular data collection instrument. To create a new record/response, click the button below.

The "Daily Log" interface shows a yellow summary bar at the top stating "Total records: 1". Below this is a green bar with a checkmark and the text "Record ID 1 successfully added". The main area contains two rows of record lists. The first row is for "Incomplete Records (0)" and has a dropdown menu showing "-- select record --". The second row is for "Complete Records (1)" and has a dropdown menu showing "-- select record --" and a selected item "1 (2017-02-11,TEST1234)". At the bottom right, there is a link that says "Show Unverified Records above".

Unlike the paper version of the log, which is a table where multiple observations can be entered, the data form in REDCap is for individual observations only due to the structure of REDCap. In order to enter all of the information from a paper copy of the Daily Log, you will need to make multiple entries in REDCap. However, this allows users to generate reports that can give useful information on the services their agency is providing.

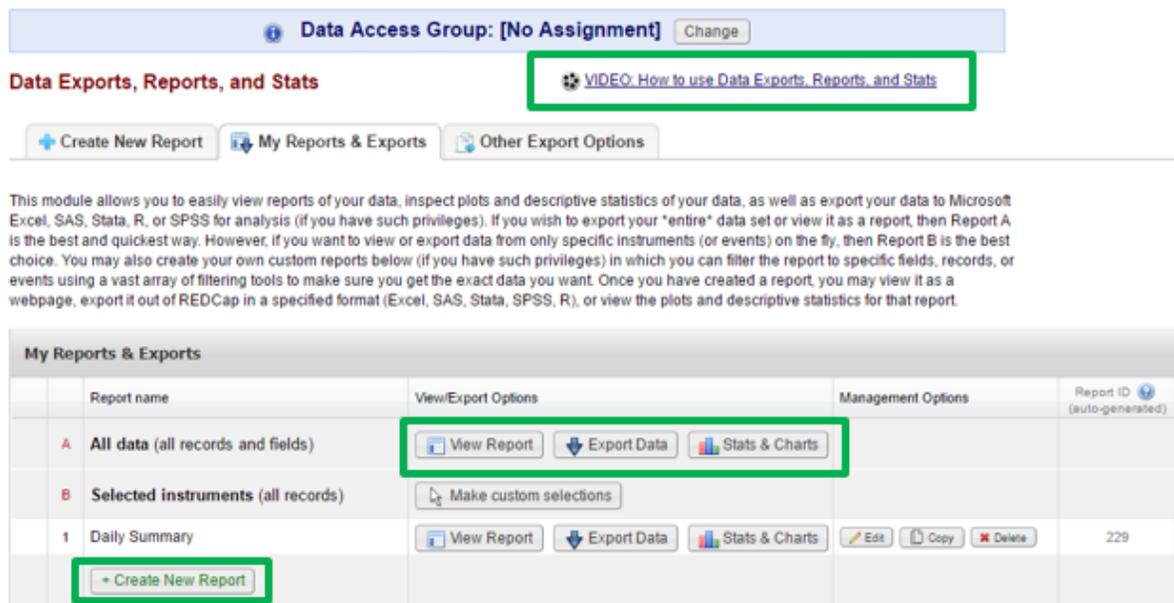
Figure SEQ Figure * ARABIC 19:
Data Tools



Users can access the Data Exports, Reports, and Stats tab on the left-hand side of their screen in order to view automatically generated reports and statistics. They can also create custom made reports with specific variables that provide information relevant to the program.

REDCap provides a video that gives more information on how to create custom reports to suit individual program needs.

Figure 20: Reports & Stats



Syringe Exchange Information

For more information on Syringe Exchange Programs in Utah, please visit:

<http://health.utah.gov/epi/prevention/>

For more information on the formal rule regarding syringe exchange in Utah, please visit: <http://www.rules.utah.gov/publicat/code/r386/r386-900.htm>

REDCap Resources

- REDCap Training Videos from the University of Utah
 - You don't have to have a University REDCap login to view these, simply scroll down to view the video
 - Brief Overview of REDCap and Data Entry Overview are particularly useful
 - <https://redcap01.brisc.utah.edu/ccts/redcap/index.php?action=training>
- REDCap FAQ:
 - http://www.utsouthwestern.edu/edumedia/edufiles/research/center_translational_medicine/redcap-faq.pdf