

Welcome!

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 - Here is the call-in info:
 - 1-888-585-9008
 - Conference Room Number 527 770 938 #

OPTIMISTIC

TRANSFORMING CARE

OPTIMISTIC Data Entry Success!

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Who We Are



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Key Takeaways for Data Entry

1. Delegate
2. Daily
3. Diligence
4. Don't Panic!



Key Takeaway 1: Delegate

- Delegate the responsibility of REDCap data entry to at least one staff member; best practice is two to three.

Key Takeaway 2: Daily

- It is best practice & most efficient to enter data on a daily basis.
- A month's worth of data is due on the 15th of the following month.

Key Takeaway 3: Diligence

- Proactively complete corrections
- Use our resources:
 - Workflow Guide
 - 2 minute webinar



Phase II Facility REDCap Data Quality Workflow Guide

Version 12/11/2017

1. Go to the OPTIMISTIC Phase II Facility project
2. On the left hand side of your screen, under the header **Applications**, select **Resolve Issues**
3. This will bring you to the **Data Resolution Dashboard**, where you can view the **open/unresolved** questions that our data team has identified
 - a. On the dashboard, you can view the following fields:
 - i. **Record** – the REDCap Record ID number to be addressed (please note: this is NOT the same as the resident's MRN number)
 - ii. **Data Quality rule and/or Field** – the issue with the data
 - iii. **Days Open** – how many days the request has been open from date it was identified
 - iv. **First Update** – instructions from Data Team on what file needs to be edited and how to fix the issue (REDCap calls this a 'query')
 - b. Select the "comments" button to view the Data Resolution Workflow comments and details for the selected query.
4. Return to the **Record Status Dashboard**, located under the **Data Collection** header on the left side of your screen.
5. Select the record needing corrections by clicking on the Record ID number;
 - a. go into that record,
 - b. select the specific form that needs edits
 - c. make any needed edits directly into the form
 - d. when finished, hit save
6. Return to the **Resolve Issues** page and select "comments" for the file you made edits to. Here, you can view any edits made to the resident's record.
7. Select **Reply with response** under the comments and details and choose the response that best fits with the edits made to the record. Please briefly indicate in the "comment" box what was fixed, and click "respond to query".
 - a. If you were unable to make edits to the file, please indicate why in the "comment" box.
8. The query will now appear as **open/responded** for Data Team to view and verify no further action is needed. Data Team will then marked the query under **closed/resolved issues**.

For any other issues, please use <http://www.optimistic-care.org/contact/data-and-analytics> to send an email to the Data Team. We will be happy to assist you!

Key Takeaway 4: Don't Panic!

- Use our extensive resources:
 - <http://www.optimistic-care.org/about/facility-provider-resources/data-resources/>
- Contact our supportive staff:



Erin O'Kelly Phillips
Research Coordinator
ekokelly@iu.edu
317-274-9420



Emily Fortier
Research Assistant
elfortie@regenstrief.org
317-274-9480

Questions?

- What data is entered for all residents in the nursing home vs. OPTIMISTIC eligible residents?
- How do I submit an opt-out form?
- What is the care coordination field in REDCap?
- What does the “private” checkbox under insurance mean?
- How do I use the REDCap search function?
- How can I use the REDCap dashboard filters?

Reminders

- If you are a Payment Only Nursing Home & you participated in this webinar, your May Engagement call will be cancelled.
- Are you within an hours drive of Ft. Wayne? Be on the lookout for a regional meeting invitation for May 18th at 2:00pm.