

# Patient Reported Measures REDCap reports



## The Agency for Clinical Innovation (ACI) works with clinicians, consumers and managers to design and promote better healthcare for NSW. It does this by:

- *service redesign and evaluation* – applying redesign methodology to assist healthcare providers and consumers to review and improve the quality, effectiveness and efficiency of services
- *specialist advice on healthcare innovation* – advising on the development, evaluation and adoption of healthcare innovations from optimal use through to disinvestment
- *initiatives including guidelines and models of care* – developing a range of evidence-based healthcare improvement initiatives to benefit the NSW health system
- *implementation support* – working with ACI Networks, consumers and healthcare providers to assist delivery of healthcare innovations into practice across metropolitan and rural NSW
- *knowledge sharing* – partnering with healthcare providers to support collaboration, learning capability and knowledge sharing on healthcare innovation and improvement
- continuous capability building – working with healthcare providers to build capability in redesign, project management and change management through the Centre for Healthcare Redesign.

ACI Clinical Networks, Taskforces and Institutes provide a unique forum for people to collaborate across clinical specialties and regional and service boundaries to develop successful healthcare innovations.

A priority for the ACI is identifying unwarranted variation in clinical practice and working in partnership with healthcare providers to develop mechanisms to improve clinical practice and patient care.

[www.aci.health.nsw.gov.au](http://www.aci.health.nsw.gov.au)

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**Version:** V1.0

**Trim:** ACI/D18/677

**Date created:** February 2018

ACI\_0047# (03/18)

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**Citations:** NSW Agency for Clinical Innovation. *Patient Reported Measures – REDCap reports*. Chatswood: ACI; 2018

# How to create a report

## 1. Login to REDCap using your Username and Password.

### Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator](#).

Username:

Password:

[Forgot your password?](#)

## 2. Click on the 'Create a report' button.

The screenshot shows the REDCap interface for a project named 'PROM'. On the left is a navigation menu with sections for 'Data Collection' (Manage Survey Participants, Scheduling, Record Status Dashboard, Add / Edit Records) and 'Applications' (Calendar, Data Exports, Reports, and Stats, Data Import Tool, Data Comparison Tool). The main content area has tabs for 'Project Home' and 'Project Setup'. Under 'Project Setup', there is a 'Quick Tasks' section with several buttons: 'Codebook', 'Manage Survey Participants', 'Export data', 'Create a report' (highlighted with a blue box), 'Check data quality', 'User Rights', and 'Data Access Groups'. To the right of these buttons are descriptive paragraphs for each task.

## 3. Enter a title in the 'Name of Report' field.

### Data Exports, Reports, and Stats

[VIDEO: How to use Data Exports, Reports, and Stats](#)

You may create a new report by selecting the fields/variables below that you want to include in the report. You may add fields to your report as you wish, and you can choose which users may view this report. You will also need to provide a title for your report, which will then be displayed on the project's left-hand menu for anyone to whom you have given access. You can then view the results returned in the report in a variety of ways, including using complex AND/OR logic. When you are finished, click the Report button at the bottom. The new report will then be added to your list of reports, after which you may immediately view them or export them.

**Name of Report:**

4. **Step 1. Select either 'All users' or 'Custom user access' to decide who sees the report on the left hand 'Report' menu.**

**STEP 1**

**User Access:** Choose who sees this report on their left-hand project menu [?](#)

**All users** - OR -  **Custom user access** (Choose specific users, roles, or data access groups who will have access)

5. **Step 2. Choose the fields you need to include in your report.**

- a. Click on the 'Quick Add' button to identify the fields you can choose, or
- b. Add fields from the 'selected instrument' drop down menu.

**STEP 2**

**Fields to include in report** + Quick Add Add all fields from selected instrument: -- choose instrument --

5a. **If 'Quick Add' is chosen, the below table will appear.**

- i. Tick the fields required for the report.
- ii. When completed, click the 'Close' button.

+ **Quick Add** x

To quickly add or remove fields for this report, check or uncheck their associated checkbox below. The fields will \*automatically\* be added/removed from the report as you check/uncheck them. The fields will be added to the end of the report as they are checked.

| Patient Registration Form <span style="font-size: small;">( Select All / Deselect All )</span> |  |
|--|--|
| <input checked="" type="checkbox"/>  | record_id "Record ID"                        |
| <input type="checkbox"/>   | fname "First Name "                          |
| <input type="checkbox"/>   | mname "Middle Name"                          |
| <input type="checkbox"/>   | lname "Last Name"                            |
| <input type="checkbox"/>   | dob "Date of Birth"                          |
| <input type="checkbox"/>   | sex "Gender"                                 |
| <input type="checkbox"/>   | aboriginal "Indigenous Status"               |
| <input type="checkbox"/>   | address1 "Address line 1"                    |
| <input type="checkbox"/>   | address_l2 "Address line 2"                  |
| <input type="checkbox"/>   | suburb "Suburb"                              |
| <input type="checkbox"/>   | state "State"                                |
| <input type="checkbox"/>   | pcode "Post Code"                            |
| <input type="checkbox"/>   | mrn_no "MRN No."                             |
| <input type="checkbox"/>   | ihino "IHI No"                               |
| <input type="checkbox"/>   | medicare "Medicare No/ VA Number"            |
| <input type="checkbox"/>   | medicare1 "Sequence number on Medicare Card" |
| <input type="checkbox"/>   | auid "AUID No"                               |
| <input type="checkbox"/>   | gp_name "HCP Name"                           |
| <input type="checkbox"/>   | gpadd "HCP Address"                          |

**Total fields selected: 1** Close

The fields chosen in the 'Quick Add' will now be included in the report and are visible in 'Fields to include in report' list. This step can be repeated until all the fields required are visible.

**STEP 2**

**Fields to include in report** Quick Add Add all fields from selected instrument: -- choose instrument --

|                |                       |                                     |                                       |                                     |
|----------------|-----------------------|-------------------------------------|---------------------------------------|-------------------------------------|
| <b>Field 1</b> | record_id "Record ID" | <input checked="" type="checkbox"/> | Instrument: Patient Registration Form | <input checked="" type="checkbox"/> |
| <b>Field 2</b> | sex "Gender"          | <input checked="" type="checkbox"/> | Instrument: Patient Registration Form | <input checked="" type="checkbox"/> |
| <b>Field 3</b> | -- select a field --  | <input checked="" type="checkbox"/> | Instrument:                           |                                     |

**5c. If you require the Data Access Group Name (DAG) or Project Name on the report**

- i. Choose the 'Additional fields to include in report' section.
- ii. Tick the appropriate boxes.

**Additional fields to include in report (optional)**

Include the Data Access Group name for each record (if record is in a group)?

Include the survey identifier field and survey timestamp field(s)?

**6. Step 3. Choose any additional filters that you may require for your report. Follow the prompts in this section for further instruction.**

**STEP 3**

**Show data for all events for each record returned** [How to use filters and AND/OR logic](#)

**Filters (optional)**

**Filter 1** Type variable name or field label in All events Operator / Value =

Switch format: [Use advanced logic](#)

**Additional Filters (optional)** (Records belonging only to ALL selections below will appear in the report)

**Filter by event (s):** First Appointment, Second Appointment, Third Appointment

**Filter by DAG(s):** AlphamedicalGP, BOWRAVILLEGP, Broken Hill Super Clinic, Central Coast IC, Coordinare

**Live Filters (optional)** Live Filters can be selected on the report page for dynamically filtering data in real time. Only multiple choice fields can be used as Live Filters (as well as Events, if longitudinal, and Data Access Groups, if any exist).

**Live Filter 1** -- select a field --


**Live Filter 2** -- select a field --

**Live Filter 3** -- select a field --

7. Step 4. Use these filters to sort your report (Optional).

8. Once completed, click the 'Save Report' button.

**STEP 4**


 **Order the Results** (optional)

|                 |  |                                  |  |
|-----------------|--|----------------------------------|--|
| <b>First by</b> | record_id "Record ID" <input type="text"/>             | <input type="button" value="X"/> | Ascending order <input type="button" value="v"/> |
| <b>Then by</b>  | Type variable name or field label <input type="text"/> | <input type="button" value="v"/> | Ascending order <input type="button" value="v"/> |
| <b>Then by</b>  | Type variable name or field label <input type="text"/> | <input type="button" value="v"/> | Ascending order <input type="button" value="v"/> |

[Cancel](#)

9. Your report has now been saved.

- a. Click on the 'View Report' button to see it, or
- b. click on the 'Continue editing report' button to make further changes to the report

 **Your report has been saved!**

The report named "TEST" has been successfully saved.

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Return to My Reports & Exports

10. When you view the report you can:

- i. click on the 'Export Report' button to transfer the data into another program (such as excel), or
- ii. click on the 'Print Page' button to print the report as seen on the screen.

**TEST**

Page 1 of 4: Displaying record "3-1" through "119-187" of 3.371 results returned Search

Table not displaying properly ?

| Record ID           | Event Name        | Data Access Group        | Survey Identifier        | Survey Timestamp                    | Gender        | AUID No | Survey Timestamp                       | Please choose the language |
|---------------------|-------------------|--------------------------|--------------------------|-------------------------------------|---------------|---------|--|----------------------------|
| record_id           | redcap_event_name | redcap_data_access_group | redcap_survey_identifier | patient_registration_form_timestamp | sex           | aid     | promis_10_global_health_form_timestamp | lang                       |
| <a href="#">3-1</a> | First Appointment | MNCLHD                   |                          | 07-09-2016 12:05                    | Female<br>(1) |         | 01-08-2017 11:24                       | English (English)          |

**Number of results returned: 3.371**  
 Total number of records queried: 3.371








## Export a report to Excel

1. Select the 'Export Report' button from the 'View Report [report title]' tab.
2. Choose a program to open the report from the 'Choose export format' list. To open in excel with the report headings visible, click on CSV/Microsoft Excel (labels).
3. Select the appropriate fields from the 'De-identification options' list if required.
4. Click the 'Export Data' button.

### Exporting "TEST"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish to perform de-identification on the data set.

#### Choose export format

-  CSV / Microsoft Excel (raw data)
-  CSV / Microsoft Excel (labels)
-  SPSS Statistical Software
-  SAS Statistical Software
-  R Statistical Software
-  Stata Statistical Software
-  CDISC ODM (XML)

#### De-identification options (optional)

The options below allow you to limit the amount of sensitive information that you are exporting out of the project. Check all that apply.

**Known Identifiers:**

- Remove all tagged Identifier fields (tagged in Data Dictionary)
- Hash the Record ID field (converts record name to an unrecognizable value)

**Free-form text:**

- Remove unvalidated Text fields (i.e. Text fields other than dates, numbers, etc.)
- Remove Notes/Essay box fields

**Date and datetime fields:**

- Remove all date and datetime fields
- OR —
- Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record) [What is date shifting?](#)
  - Also shift all survey completion timestamps by value between 0 and 364 days (shifted amount determined by algorithm for each record)

[Deselect all options](#)


5. Click on the 'Excel csv labels icon' to download.

### CSV / Microsoft Excel (labels)

You may download the survey results in CSV (comma-separated) format, which can be opened in Excel. You have the choice of downloading the data either with the full headers and answer labels or just with the answer codes (i.e. raw data).

*NOTE: If you are using a version of Microsoft Excel prior to Excel 2007, due to limitations the data will only be read to 255 columns when opened.*

Click icon(s) to download



6. The report is now open in Excel. Follow normal Excel processes to save, edit and sort the report.