Importing the COMPASS Stakeholder Engagement Tracker into REDCap

1. Log in to your institution’s REDCap
2. If applicable for your institution, select either an Internal or External Project

3. Create a new project or open the existing project you would like to add the library
4. If creating a new project, select “Create an empty project (blank slate)”
5. Navigate to the “Project Setup” page

Project status: Development

Main project settings
- Enable Use surveys in this project?
- Enable Use longitudinal data collection with defined events?
- Modify project title, purpose, etc.

Design your data collection instruments
Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: Download PDF of all instruments OR Download the current Data Dictionary.

Go to Online Designer or Data Dictionary.

Explore the REDCap Shared Library.

Have you checked the Check For Identifiers page to ensure all identifier fields have been tagged?

Learn how to use Smart Variables, Piping, @Action Tags.

Enable optional modules and customizations
- Enable Repeatable instruments
- Enable Auto-numbering for records
- Enable Scheduling module (longitudinal only)
- Enable Randomization module
- Enable Designate an email field for sending survey invitations
- Enable Twilio SMS and Voice Call services for surveys

Additional customizations
6. Click on the “REDCap Shared Library” button under “Design your data collection instruments”
7. You will then be directed to the REDCap Shared Library

The REDCap Shared Library is a repository for REDCap data collection instruments and forms that can be downloaded and used by researchers at REDCap partner institutions. Curated instruments highlighted with a star ★ have been approved for inclusion by the REDCap Library Oversight Committee (REDLOC) after review for research relevance, accuracy in function and coding (see guidelines), and copyright issues. Other instruments and forms are shared by individuals or groups from consortium institutions on “as-is” basis.

You may search below for any available data collection instruments. If you go to this site directly, you will be able to view the shared instruments as they would appear in REDCap or view a PDF version that can be downloaded and/or printed. Otherwise, if you arrived here from the REDCap application, you will have the additional option of importing the form directly into REDCap. If you wish, you may download a list of all library instruments in Excel/CSV format. If you download and utilize an instrument from the REDCap Shared Library, please cite the PITSI manuscript. If you have questions or are experiencing issues, please contact redcap@yumc.org.

<table>
<thead>
<tr>
<th>Title</th>
<th>Downloads</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ FOR TESTING AND DEMONSTRATION PURPOSES ONLY - Nacho Craving Index Survey ★</td>
<td>4566</td>
</tr>
<tr>
<td>Adolescent Outcomes Questionnaire Parent Reported ★</td>
<td>744</td>
</tr>
<tr>
<td>Adolescent Outcomes Questionnaire Self Reported ★</td>
<td>413</td>
</tr>
<tr>
<td>Agitated Behavior Scale ★</td>
<td>1947</td>
</tr>
<tr>
<td>Alcohol Dependence Scale ★</td>
<td>336</td>
</tr>
<tr>
<td>Alcohol Dependence Scale Scored ★</td>
<td>126</td>
</tr>
<tr>
<td>Alcohol Use Disorders Identification Test Audit C Q ★</td>
<td>177</td>
</tr>
<tr>
<td>Alcohol Use Disorders Identification Test Audit C Q Sc ★</td>
<td>62</td>
</tr>
<tr>
<td>ALS Functional Rating Scale Revised ALSFRSR ★</td>
<td>33</td>
</tr>
<tr>
<td>ALS Functional Rating Scale Revised ALSFRSR Scored ★</td>
<td>29</td>
</tr>
<tr>
<td>American Urological Association Symptom (AUASS) ★</td>
<td>85</td>
</tr>
<tr>
<td>American Urological Association Symptom (AUASS) Scored ★</td>
<td>86</td>
</tr>
<tr>
<td>APACHE II Severity of Disease Classification System (version1) ★</td>
<td>1158</td>
</tr>
<tr>
<td>Apache II Severity Of Disease Classification System (with scoring) ★</td>
<td>90</td>
</tr>
</tbody>
</table>
8. In the “Keyword search:” box, type “COMPASS” and press “Search the Library”

9. You will be shown a list of seven (7) instruments for the Engagement Tracker. You will need to import each instrument into your REDCap project separately. To do so, complete the steps below for each instrument

10. Click on the arrow ▶ to expand an instrument.
11. Click on the box “Import into my REDCap project”
12. Read through the “Shared Content Agreement” and click “I agree”

13. You will then be taken back into your REDCap Project. Click “Add” to start the import process.
14. Repeat steps five (5) through thirteen (13) to add all seven (7) instrument in your project.

15. The order of the instruments in your project should be:
   1. Stakeholder Input Requested/Reported
   2. Stakeholder Invited
   3. Stakeholder Input
   4. Stakeholder Involved
   5. Stakeholder Input Incorporated
   6. Stakeholder Informed
   7. Coding and Notes