



## National Data Entry Process

Please request a REDCap account from the Project ADAM National Office. Each year, affiliates will collect and enter data into the REDCap database within two areas: **AED Report Forms** and **Yearly Updates**.

### General Login Instructions

Login to REDCap with your Username & Password; contact the Project ADAM national office if you do not have a username: <https://redcap.mcw.edu/>

- 1) Click **My Projects**, at the top left
- 2) Click **Project ADAM**
- 3) Click **View / Edit Records** on left hand side of page
- 4) Choose your Unique Institution ID from the dropdown list
- 5) The top of your screen should look like this; showing the name of your affiliate site. You are ready to enter or review your data.

Unique Institution ID **1** Children's Wisconsin  
Children's Hospital of Wisconsin

Data Collection Instrument	Enrollment	1999	2004	2005	2006	2007	2008	2009
Program Info	<input checked="" type="radio"/>							
AED Report Form		<input checked="" type="radio"/> +	<input checked="" type="radio"/> +	<input checked="" type="radio"/> +	<input checked="" type="radio"/> +	<input checked="" type="radio"/> +	<input checked="" type="radio"/> +	<input checked="" type="radio"/> +
Yearly Update (survey)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

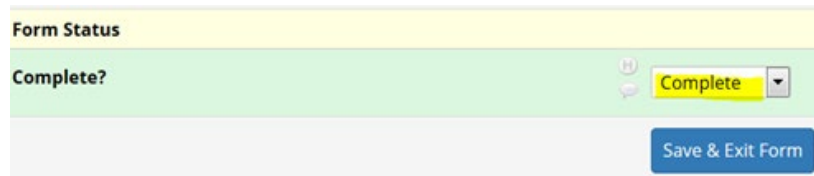
### AED Report Form

Affiliate program coordinators collaborate with schools to collect and enter information when the school emergency response system is activated. This information will be used to report program impact in the community, and includes tracking of appropriate responses to Sudden Cardiac Arrest and lives saved.

Beginning May 31<sup>st</sup>, 2024, a monthly reminder for the AED Report Form will be sent out to all Program Contacts. Please login to REDCap to enter data if you have it at that time.

- 1) Login to your Project ADAM affiliate site in REDCap using the **General Login Instructions** above.
- 2) Within the AED Report column, choose the year in which you would like to enter data.

- 3) When you are finished, choose **Complete** from the Form Status dropdown menu. Click **Save & Exit Form** to submit your data. Once a form is listed as Complete, you still have the opportunity to update or edit data at any time. Choose Incomplete if you will continue to enter data.



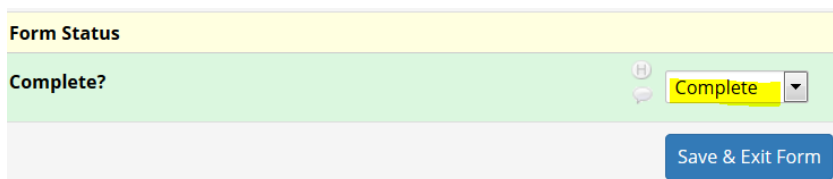
The screenshot shows a section of the REDCap interface. At the top, there is a yellow header bar labeled "Form Status". Below this is a light green bar containing the text "Complete?". To the right of "Complete?" is a dropdown menu with "Complete" selected. Below the green bar is a grey bar containing a blue button labeled "Save & Exit Form".

### Yearly Update Form

Affiliate sites will enter program information for each calendar year by December 31. This update includes sharing the number of designated heart safe schools, professional presentations, school presentations and CPR/AED trainings. It is helpful if you track this information throughout the year and there is a sample tracking sheet on the Affiliate Login site.

A reminder to add information for your site's Yearly Update will be distributed beginning October 1<sup>st</sup> of the current calendar year. This reminder going out once a month until it's completed or at the end of January of the following calendar year. **The notification contains the link to the actual survey, so you do not need to log into REDCap.**

- 1) Login to your Project ADAM affiliate site in REDCap using the **General Login Instructions** above.
- 2) Within the Yearly Update column, choose the year in which you would like to enter data.
- 3) When you are finished, choose **Complete** from the Form Status dropdown menu. Click **Save & Exit Form** to submit your data. Once a form is listed as Complete, you still have the opportunity to update or edit data at any time. Choose Incomplete if you will continue to enter data.



This screenshot is identical to the one above, showing the "Form Status" dropdown menu with "Complete" selected and the "Save & Exit Form" button.