

REDCap Town Hall

Priscilla Acquaye, REDCap Administrator
Cate Bauer-Martinez, Senior REDCap Administrator
Rajendra Bose, Director of Researcher Engagement
Jing Yang, Applications Support Analyst
Ranjini Kottaiyan, Senior Director
Patricia Kovatch, Professor and Dean

Scientific Computing and Data
October 23, 2023



Introduction – Team Members



Patricia Kovatch

Professor and Dean for
Scientific Computing
and Data



Ranjini Kottaiyan

Senior Director



Farhan Mahmood

Director, Scientific
Computing



Eric Rosenberg

System Administrator



Rupam Hossain

Database Administrator



Rajendra Bose

Director, Researcher
Engagement



Priscilla Acquaye

REDCap Analyst



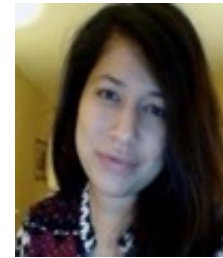
Cate Bauer-Martinez

Senior REDCap Analyst



Jing Yang, PhD

Applications Support
Analyst



Maria Castro

Senior Operations
Manager

Acknowledgements



Acknowledge CTSA:

An acknowledgement of support from the Icahn School of Medicine at Mount Sinai and the Clinical and Translational Science Awards (CTSA) grant UL1TR004419 from the National Center for Advancing Translational Sciences should appear in a publication of any material, whether copyrighted or not, based on or developed with Mount Sinai-supported computing resources:

Please use the following acknowledgement in your publications:

“This work was supported in part through the computational and data resources and staff expertise provided by Scientific Computing and Data at the Icahn School of Medicine at Mount Sinai and supported by the Clinical and Translational Science Awards (CTSA) grant ULTR004419 from the National Center for Advancing Translational Sciences.”

Agenda

- ▶ **Introduction to REDCap**
- ▶ **Metrics**
- ▶ **Accomplishments**
- ▶ **Review of Chargeback Modifications**
- ▶ **Roadmap**
- ▶ **Q&A**

Introduction to REDCap

REDCap at Mount Sinai

- ▶ **Research Electronic Data Capture** – It was created in 2004 at Vanderbilt University for the purpose of supporting a small group of researchers who needed a secure data collection tool
- ▶ **Data resources and integration between existing systems**
 - Import clinical data into REDCap from Epic (over 1800 mapped fields)
 - Basic Demographics
 - Conditions/Problems list
 - Medications
 - Vital signs
 - Laboratory Results (lab results where LOINC code is stored in Epic)
 - Submit requests to <https://bit.ly/3guXoag>
- ▶ **We host more than 10,000 databases, with over 18,000 total users since 2018**
- ▶ **Services for project building, data protection, support, and training**

Creating a Redcap Account

Mount Sinai Users:

▶ Mount Sinai faculty, students and staff can log into REDCap using their regular Mount Sinai username and password here: <https://redcap.mountsinai.org>

External Users:

▶ For external collaborators without Mount Sinai credentials, the PI or their delegate must request Mount Sinai credentials via SailPoint: <https://sailpoint.mountsinai.org/>

Digital Concierge Service

Virtual REDCap Office Hours: Wednesdays at 3:30pm to 4:30pm

- Open to all users

- Get help with specific project questions

Every Wednesday from 3:30 p.m. – 4:30 p.m. (ET): [Click here to register and join](#)

You can also get help with other services such as: DTP Academic Technology, HPC, MSDW, Self-service Cohort Query Tools, eRAP, Data Ark Data Commons, DTP Cybersecurity, and Levy Library Resources and Services

Additionally we have added on an extra day once a month (not Wednesday) to accommodate users who cannot attend on Wednesdays.

REDCap Training and Resources

► Our team provides 4 training sessions a year

- Slides and link to training videos posted on our website

► REDCap Videos

- https://www.youtube.com/@ucdredcap5650/videos#training_videos

Great resources courtesy of a REDCap Consortium partner institution!

(University of Colorado Denver courtesy training videos)

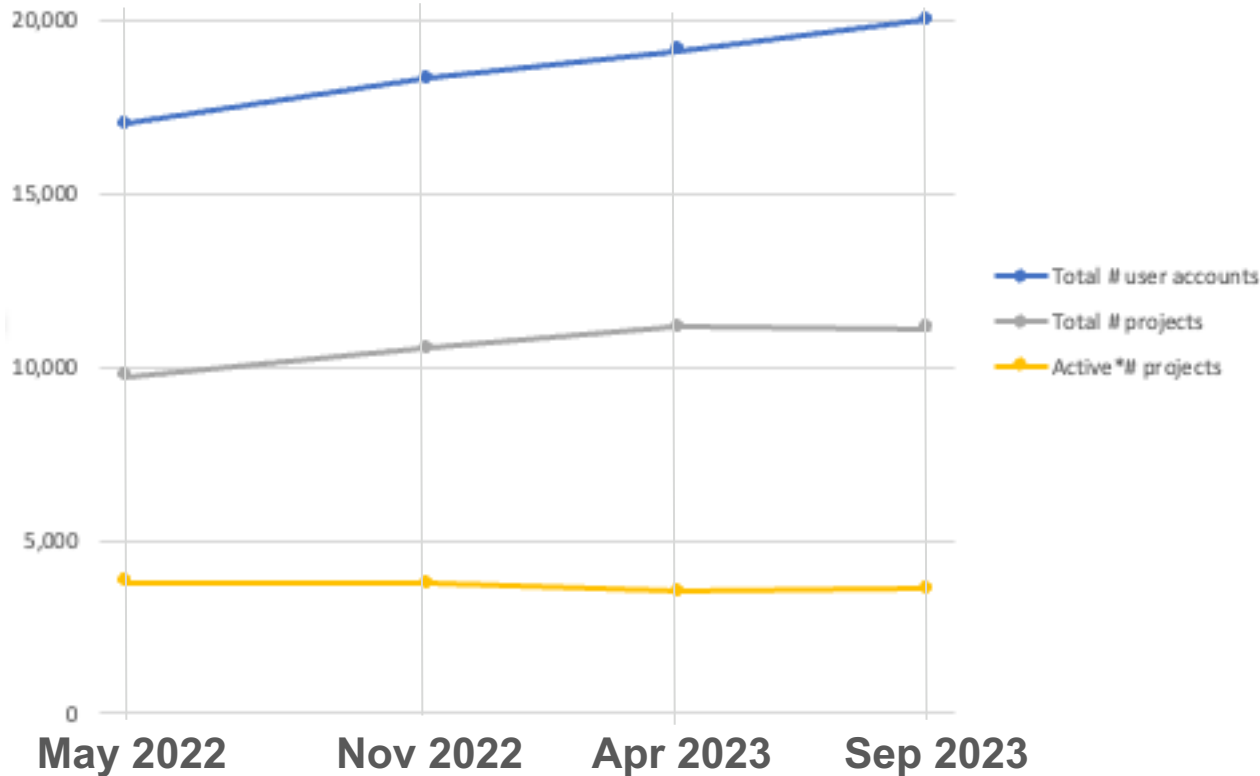
- Mt Sinai REDCap landing page also includes a link to training videos

► Mt. Sinai PEAK training site: login and search for REDCap

- <https://peak.mountsinai.org>

Metrics

REDCap Users and Projects



As of September 2023

Total # user accounts	20,026
Active* # users	4,984
Total # projects	11,153
Active* # projects	3,607

*logged in/accessed in the past 6 months

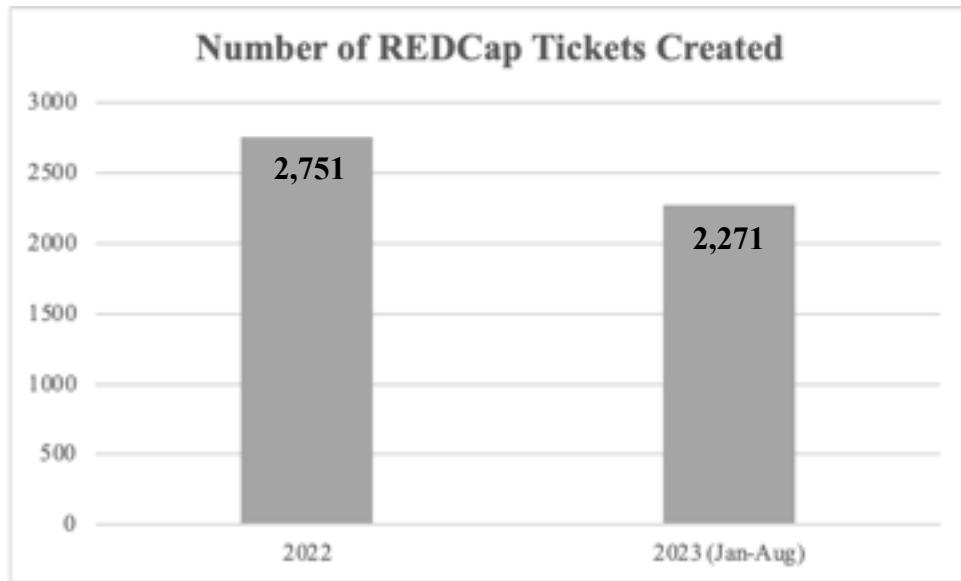
Active Projects by Type, past 6 months:

Research Projects	45%
Quality Improvement (QI)	17%
Operational Support	21%
Practice	12%
Other	5%

User support ticket metrics: January-August

► 2,271 REDCap tickets from January – August 2023

Ticket Breakdown January – August 2023	
*Other Questions	32%
Account/Password/Login	26%
Project Specific Issue and Questions	20%
Review/Approve Project Changes	14%
**Move to Production	7%
Epic Clinical Data Pull Request	1%



*Other includes product trial questions, technical/downtime, etc.

**Move to Production no longer requires a ticket as of July 1, 2023

Accomplishments

Accomplishments since May 2023

- ▶ **Enacted planned REDCap chargeback modifications**
 - Held two dedicated chargeback Town Halls with Q&A on Thursday June 29 and Wednesday July 19; posted videos and slides online and added FAQ on website
- ▶ **Actively participated in REDCap annual conference**
 - Held September 10-13, 2023
- ▶ **Enhanced REDCap security**
 - Responded to several critical security updates
 - Reestablished auto-suspension of accounts after 180 days of inactivity
 - Tighter security for REDCap APIs
 - Restricted file types for file uploads in REDCap
- ▶ **Improved REDCap management**
 - Improved account management workflow and messaging for external collaborators
 - Added dynamic messaging to REDCap landing page
 - Underscoring move from Development to Production as soon as real study data collection begins

Supporting REDCap users: January-October 2023

Date	Event	Event Details	Attendees
2/24/2023	Training	Introduction to REDCap	100
4/20/2023	Training	Intermediate: Surveys in REDCap	204
5/2/2023	Town Hall	Spring Town Hall	51
6/29/2023	Town Hall	Chargeback Q&A Town Hall 1	29
7/19/2023	Town Hall	Chargeback Q&A Town Hall 2	16
4/20/2023	Training	Essentials of REDCap	50
1/1/2023 -10/19/2023	Digital Concierge	Weekly sessions	251

Total: 701

- ▶ **701 participants learning about REDCap and receiving help**
- ▶ **Answered over 2,500 REDCap requests for assistance**

Review of Chargeback Modifications

Reminder: REDCap Chargeback Modifications

July 1, 2023 - New chargeback model introduced

Newly created REDCap projects have an initial, fee-free 90 day period

- REDCap projects will be charged an annual \$100 fee after the first 90 days
- Some categories of projects are paid for by the institution
- Project receive 1:1 assistance by appointment

Projects < 90 days	54%
Projects > 90 days	46%

Reminder: Policy for deleting unpaid REDCap projects

Important Dates

November 1, 2023:

- Starting on this date, new projects will receive email reminders for first 90 days about payment

February 1, 2024

- Starting on this date unpaid projects > 90 days will be locked.
- We will notify the PIs and project contacts monthly if the project is unpaid for 9 months after the trial period or one year after the project creation date
- We will communicate to the PIs and project users of the impending project deletion.
- We will delete the project at the one year mark from the project creation date.

July 1, 2024

- We will start to delete all REDCap projects that are > 90 days and unpaid

REDCap Website

<https://labs.ica hn.mssm.edu/minervalab/rds/about-redcap/>

Submitting Fund Numbers for REDCap Projects

(See also: [REDCap FAQ](#))

Instructions for providing a fund number for a REDCap project for the 2023 annual fee:

Note: if you have a Sinai Cloud number please convert it to GEAC by using the following tool: <http://coa.mountsinai.org/>

For new projects (created on or after July 1, 2023):

When creating a new REDCap project, you will have the opportunity to enter a fund number (with the exception of MD student, hospital QI and hospital operations projects paid directly by MSHS). The first 90 days are fee-free and do not require a fund number. For projects that submit fund numbers, payments will be processed on a rolling basis. **For 2023, payment of the \$100 fee for projects older than 90 days is not due until January 31, 2024.**

After you submit your project information, you will be emailed a custom link with a return code. To later enter or update the fund number or other project information, **you must use the custom link with the return code that was sent to your email.**

For existing projects (created before July 1, 2023):

For existing projects created before July 1, 2023, you can enter project information and a fund number [at this link](#). (MD student, hospital QI and hospital operations projects paid directly by MSHS do not require a fund number). Payments will be processed on a rolling basis. **For 2023, payment of the \$100 fee for projects older than 90 days is not due until January 31, 2024.**

After you submit your project information, you will be emailed a custom link with a return code. To later enter or update the fund number or other project information, **you must use the custom link with the return code that was sent to your email.**

For existing projects that moved to production prior to July 1, 2023 in the coming weeks we will be processing previously submitted fund numbers for payment of the \$100 fee per project.

For people who oversee payment for more than 10 REDCap projects, please [contact us](#) and we will provide a method for collecting lists of project IDs and fund numbers.



Please fill out this information for your new or existing REDCap project.

If you have previously submitted this survey for a project, you were emailed a custom survey link with a return code. **To later enter or update the fund number or other information for that project, you must use the custom survey link with the return code.**

Please do not take this survey again for the same project to avoid duplicate billing. Please search the keywords '2023 REDCap Chargeback' in your email. If you have any questions, [contact REDCap Support](#)

Project ID

IMPORTANT NOTE:

- Enter project ID only for existing projects. project ID is located to the right of the project title
- Leave blank for creating/copying new projects

Please enter only numbers

Please select the option that best describes the purpose of your project.

* must provide value

Research

Hospital Operations (Projects that provide operational support for Mount Sinai Hospital)

Faculty Practice Associates (FPA) Operations (Projects that provide operational support for FPA)

Quality Improvement (NO RESEARCH PUBLICATIONS)

Medical Student Project

[reset](#)

Research Purpose and Principal Investigator (P.I.) Information

Please specify the type of research being conducted for this project. (check all that apply)

* must provide value

☐ Basic or bench research

☐ Clinical research study or trial

☐ Translational research 1 (applying discoveries to the development of trials and studies in humans)

☐ Translational research 2 (enhancing adoption of research findings and best practices into the community)

☐ Behavioral or psychosocial research study

☐ Epidemiology

☐ Repository (developing a data or specimen repository for future use by investigators)

☐ Other

P.I. First Name

* must provide value

P.I. Last Name

* must provide value

P.I. Email Address

* must provide value

Would you like to provide a funding number for this project?

Yes

No

reset

Rate: \$100 per project per calendar year for all projects older than 90 days

All long-term projects (>90 days), regardless of their status (development, production, analysis, or completed/archived) are subject to the chargeback fee. With this change, you will benefit from scheduled 1:1 support and increased data protection when projects are moved to "production" mode. Paid projects will also be automatically backed up. Finance and Compliance approved this rate. If you intend to keep your project more than 90 days, you must provide a fund number, we will provide the link to do this on the REDCap page and our website.

Not all projects will need a fund number:

- 54% of all projects are used for less than 90 days (for example, one-time or short-term surveys), so none of these projects will incur a chargeback fee
- Student, hospital QI and operations projects will be paid directly by MSHS

To provide you with sufficient time to account for the chargeback rate in your 2024 budget, payment for long-term projects is not due until January 31, 2024.

Unpaid projects will be deleted one year after the initial date of creation. All unpaid projects (older than 1 year) will be deleted on July 1, 2024. Instructions on how to download your project data are available at [this link](#).

Fund Owner's First Name

* must provide value

Fund Owner's Last Name

* must provide value

Fund Owner's Life Number:

* must provide value

Fund Account Number:

Enter a 8 digits funding number

Hospital fund numbers start with 01 (e.g., 01000000)

School fund number start with 02 (e.g., 02000000)

If you have a Sinai Cloud number please convert it to GEAC by using the following tool: <http://coa.mountsinai.org/>

* must provide value

Fund Account expiration date:

* must provide value

  Today M-D-Y

Funding numbers must not be expiring within the next 30 days.

Delete Archive Move Flag Mark Unread Sync Report ...

2023 REDCap Chargeback for 'Raj test project Jul 17, 2023': Submission recieved



REDCap Support <redcap-support@mssm.edu>

Yesterday at 1:28 PM

To: Bose, Rajendra



[Download](#) • [Preview](#)

Attached please find the survey submission information for this REDCap project '*Raj test project Jul 17, 2023*' for your records.

It is crucial that you save this email and use the survey link and survey return code to enter additional information for this project '*Raj test project Jul 17, 2023*'. Please do not take the Chargeback survey again for the same project to avoid duplicate billing.

You may return to this survey in the future to modify your funding responses by navigating to the survey URL and entering the code below.

Survey link: <https://redcap.mountsinai.org/redcap/surveys/?s=ZgaMF8FVzjN748lx>

Survey Return Code: LF4NJ8RR

If you have any questions, [contact REDCap Support](#)



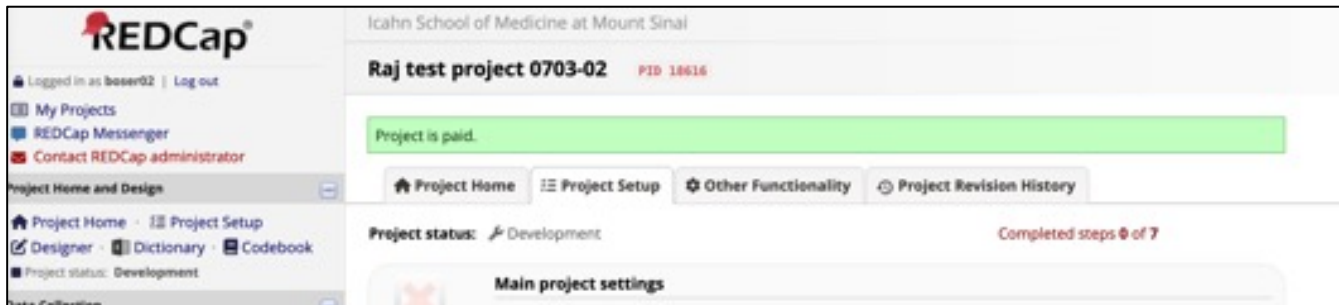
Icahn School of Medicine at Mount Sinai

To continue the survey, please enter the RETURN CODE that was auto-generated for you when you left the survey. Please note that the return code is *not* case sensitive.

Alternatively, if you have forgotten your return code or simply wish to start the survey over from the beginning, you may delete all your existing survey responses and start over.

REDCap Project Banners

GREEN BANNER: PAID



YELLOW BANNER: FIRST 90 DAYS/UNPAID



Roadmap

REDCap Roadmap (1)

- ▶ **Regular planned downtimes for REDCap upgrades two times a year**
 - Will be announcing timing of Version 13.7 upgrade soon
- ▶ **Upgrade to REDCap Version 13.7**
- ▶ **New Features:**
 - REDCap Multi-Language Management improved workflows
 - Embedding file attachments in text & emails
 - New Action Tag: @INLINE-PREVIEW
- ▶ **Improvements:** Over 20 + improvements to existing features
- ▶ **Bug Fixes**
- ▶ **Security Fixes**



REDCap New Features: 13.7

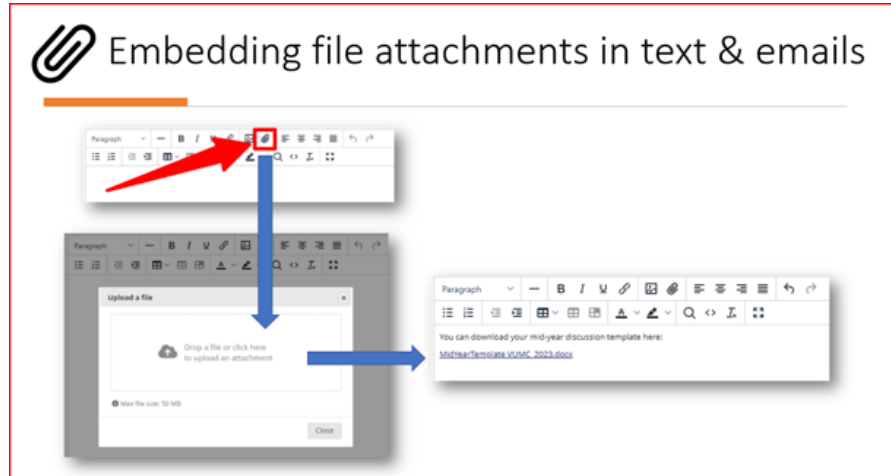
- ▶ **New Multi-Language Management workflow for adding new languages to projects**
 - Improved workflow and user interface for adding new languages to projects.
 - Project languages can now "subscribe" to system languages (i.e., any changes/additions to UI translations made in the Control Center will automatically be visible in projects).



REDCap New Features: 13.7

► Embedding file attachments in text & emails

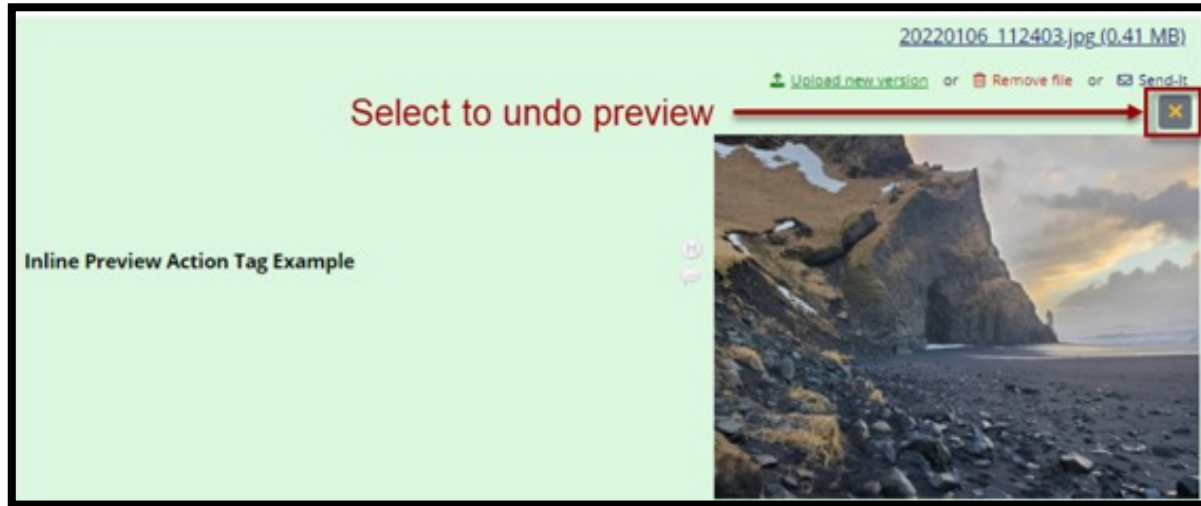
- Users may now attach one or more files into the text of a survey invitation, an alert, or a field label on a form/survey, among other things, by clicking the file attachment (paperclip) icon in the rich text editor and then by uploading a file from their local device.



REDCap New Features: 13.7

► Action Tag: @INLINE-PREVIEW

- When this action tag is added to File Upload fields or Description Text fields, a preview button will be displayed next to the field on survey pages and data entry forms if the uploaded file is an image or PDF file.

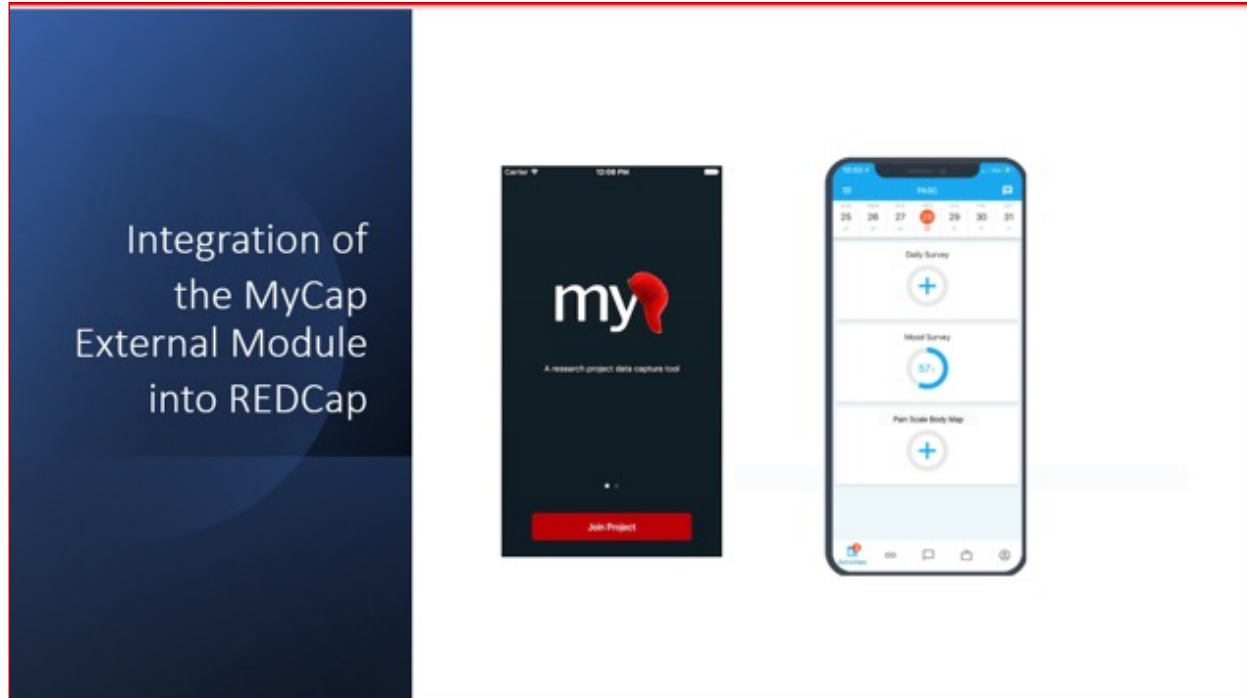


REDCap Features Roadmap 2024

- ▶ **Enabling Background Data import** (10,000s of records in minutes): background process with email notification (next REDCap release)
- ▶ **Introducing gift card module:** Gift card and compensation has been difficult to implement, and REDCap will include a feature to streamline this important recruitment process (rolled out in coming year)
- ▶ **Introducing multi-person and multi signature eConsent** (rolled out in coming year)
- ▶ **Expanding MyCap** – this participant-facing mobile application, used for data collection offline, is expanding to include longitudinal capabilities (rolled out in coming year)

REDCap Features Roadmap 2024: Expanding MyCap

MyCap is an extension to REDCap that lets researchers capture patient reported outcomes through a participant's phone or tablet (Currently 14 projects have MyCap enabled)



REDCap Roadmap (2)

- REDCap PIs/project owners must annually agree to acknowledging our CTSA grant in research publications

Acknowledge CTSA:

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Q&A

Thank you!!!

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