

Gaining Access to the School and Child Care Immunization Projects in REDCap: Instructions for Local Health Departments

Beginning with the 2019-20 school year, schools and child care centers complete their annual immunization assessments online through REDCap. Additional information may be found on the [school and child care requirements page](#), as well as in their respective booklets ([school](#) and [child care](#)).

Resources on completing the survey can be found [here](#). Local health departments (LHDs) may be called on to provide technical assistance to schools and child care centers in their area and will also use REDCap to determine which schools and child care centers in their jurisdiction have reported. LHDs should email [the DHS Immunization Program](#) or their [regional coordinator](#) if they do not yet have a REDCap account or to be granted access to these survey projects.

REDCap Project Module

My Projects

Organize

Filter projects by title

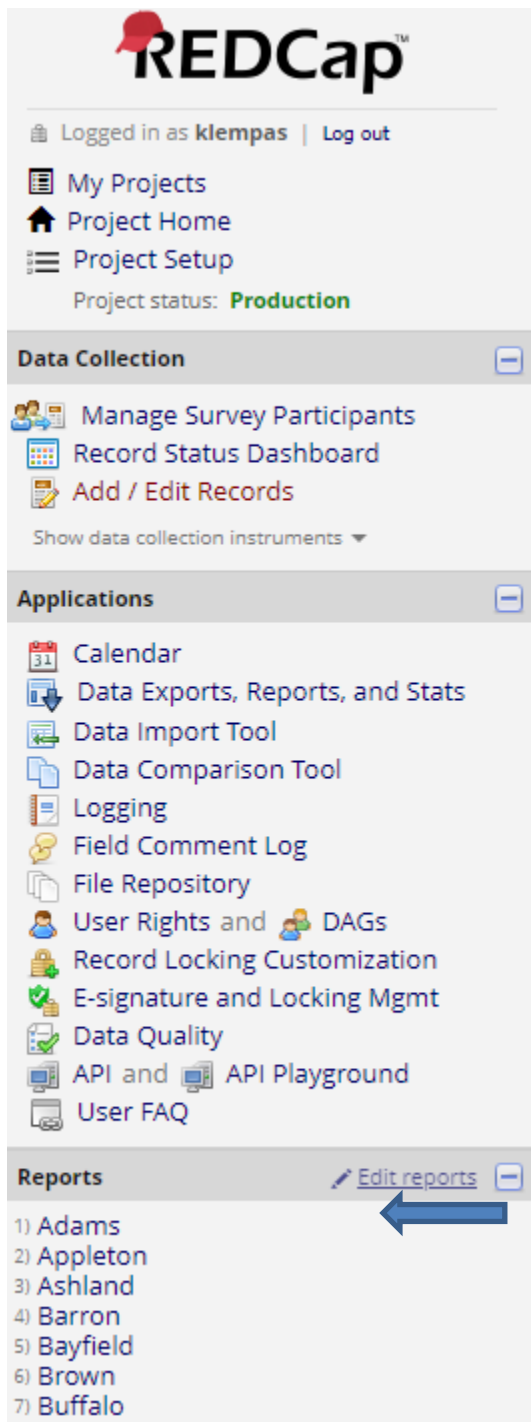
Project Title	Records	Fields	Instrument	Type	Status
2019-2020 School Immunization Assessment <div></div>	2930	40	1 survey	<div></div>	<div></div>
2019-2020 Child Care Immunization Assessment	6	35	1 survey	<div></div>	<div></div>



You may see more than one project under “My Project,” depending on which projects you have access to. The school immunization assessment and child care immunization assessment will have separate projects.



Accessing REDCap Reports

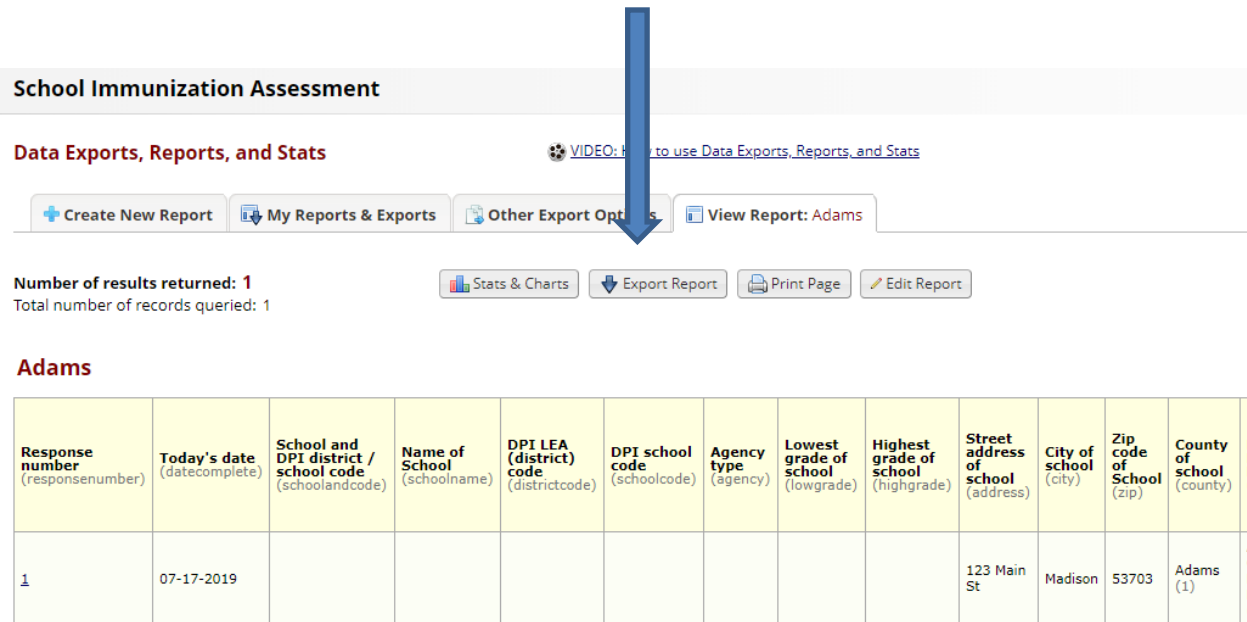


The screenshot shows the REDCap web application interface. At the top, the REDCap logo is displayed. Below it, the user is logged in as 'klempas' with a 'Log out' link. The main navigation menu includes 'My Projects', 'Project Home', 'Project Setup', and 'Project status: Production'. The 'Data Collection' section contains 'Manage Survey Participants', 'Record Status Dashboard', and 'Add / Edit Records'. The 'Applications' section lists various tools like 'Calendar', 'Data Exports, Reports, and Stats', 'Data Import Tool', 'Data Comparison Tool', 'Logging', 'Field Comment Log', 'File Repository', 'User Rights and DAGs', 'Record Locking Customization', 'E-signature and Locking Mgmt', 'Data Quality', 'API and API Playground', and 'User FAQ'. The 'Reports' section is highlighted, showing a list of jurisdictions: 1) Adams, 2) Appleton, 3) Ashland, 4) Barron, 5) Bayfield, 6) Brown, and 7) Buffalo. A blue arrow points to the 'Edit reports' link in the Reports section.

In order to see which schools or child care centers in your jurisdiction have reported, click your health department's name under "Reports."



If you wish to export the list of schools or child care centers that have reported to your jurisdiction, click “Export Report” and select your preferred export format.



School Immunization Assessment

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

[+ Create New Report](#) [My Reports & Exports](#) [Other Export Options](#) [View Report: Adams](#)

Number of results returned: **1**
Total number of records queried: 1

[Stats & Charts](#) [Export Report](#) [Print Page](#) [Edit Report](#)

Adams

Response number (responsenumber)	Today's date (datecomplete)	School and DPI district / school code (schoolandcode)	Name of School (schoolname)	DPI LEA (district) code (districtcode)	DPI school code (schoolcode)	Agency type (agency)	Lowest grade of school (lowgrade)	Highest grade of school (highgrade)	Street address of school (address)	City of school (city)	Zip code of School (zip)	County of school (county)
1	07-17-2019								123 Main St	Madison	53703	Adams (1)

Note: REDCap will not know which schools or child care centers have not reported. You will still need to use the tracking sheet provided, which can be found on the PCA Portal.

If you have any questions on how to use REDCap, please call 608-267-9959 or email [the DHS Immunization Program](#).

