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 Laura Gregor if they do not yet have a REDCap account or to be granted access to these survey projects.

REDCap Project Module

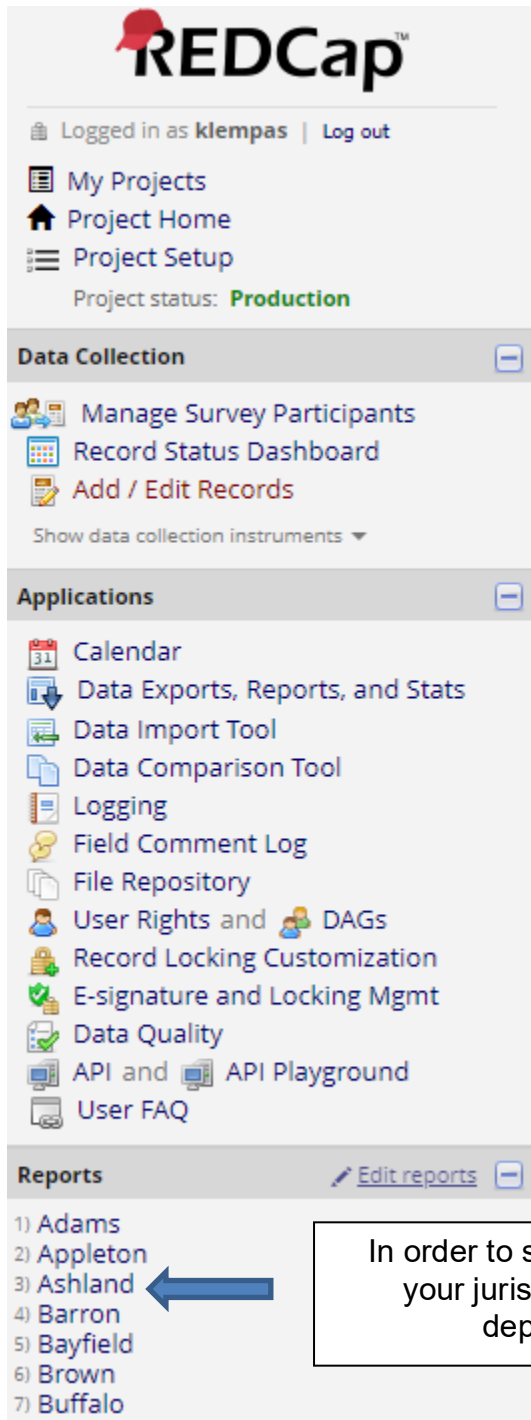| My Projects	📂 Organize				Filter projects by title		
Project Title		Records	Fields	Instrument	Type	Status
2019-2020 School Immunization Assessment 📄		2930	40	1 survey	■	☑
2019-2020 Child Care Immunization Assessment		6	35	1 survey	■	🔧

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

REDCap™

🔒 Logged in as **klempas** | **Log out**

📋 My Projects
🏠 Project Home
≣ Project Setup
   Project status: **Production**

Data Collection ⊟

👥➡️ Manage Survey Participants
🗓️ Record Status Dashboard
📝 Add / Edit Records
Show data collection instruments ▼

Applications ⊟

📅 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
🖥️ User FAQ

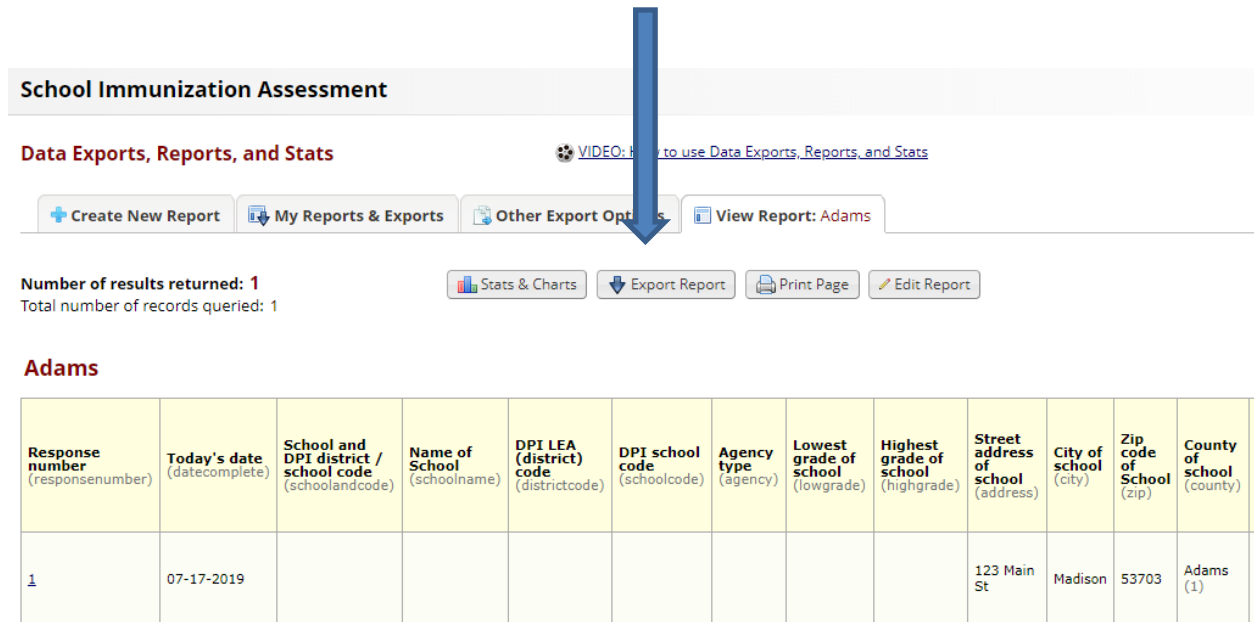**Reports** ✏️ Edit reports ⊟

1) Adams
2) Appleton
3) Ashland ⬅️
4) Barron
5) Bayfield
6) Brown
7) Buffalo

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 Laura Gregor.