

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

REDCap Internal (0) REDCap External (46)

Project Title	Users (Inactive / Total)	Status
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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)"

Project Title

Brief Description

What is the purpose of this project?

Start project from scratch or begin with a template?

- Use a template (choose one below)
- Create an empty project (blank slate)



Are you working with external collaborators who need access to this project? (please note that you can import/export data with REDCap so external collaborators may not need direct access to REDCap)

or

5. Navigate to the “Project Setup” page

[Project Home](#) [Project Setup](#) [Other Functionality](#) [Project Revision History](#)

Project status: Development Completed steps **0** of **7**

Not started

Main project settings

Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Use longitudinal data collection with defined events? [?](#)

Not started

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 or Explore the

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use

Optional

Enable optional modules and customizations

Repeatable instruments [?](#)

Auto-numbering for records [?](#)

Scheduling module (longitudinal only) [?](#)

Randomization module [?](#)

Designate an email field for sending survey invitations [?](#)

Twilio SMS and Voice Call services for surveys [?](#)

6. Click on the “REDCap Shared Library” button under “Design your data collection instruments”

[Project Home](#) [Project Setup](#) [Other Functionality](#) [Project Revision History](#)

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Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

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7. You will then be directed to the REDCap Shared Library

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 got 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 RSL manuscript](#). If you have questions or are experiencing issues, please contact redcap@vumc.org.

[Return to REDCap](#)

Logged in as Meghan Radman

Keyword search:

Search options:

Language:

Minimum downloads:

Recent additions:

Curated by REDLOC?

Shared Library	
Search	
Library Metrics	
My Activity	
Consortium Activity	
REDLOC	
REDLOC Login	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 >>

Found 2540 results matching your search
Didn't find what you were looking for? [Suggest a validated instrument for library inclusion](#)

Title	Downloads
▶ ___FOR TESTING AND DEMONSTRATION PURPOSES ONLY - Nacho Craving Index Survey ★	4566
▶ Adolescent Outcomes Questionnaire Parent Reported ★	744
▶ Adolescent Outcomes Questionnaire Self Reported ★	413
▶ Agitated Behavior Scale ★	1047
▶ Alcohol Dependence Scale ★	336
▶ Alcohol Dependence Scale Score ★	126
▶ Alcohol Use Disorders Identification Test Audit C Q ★	177
▶ Alcohol Use Disorders Identification Test Audit C Q Sc ★	62
▶ ALS Functional Rating Scale Revised ALSFRSR ★	33
▶ ALS Functional Rating Scale Revised ALSFRSR Score ★	29
▶ American Urological Association Symptom (AUASS) ★	65
▶ American Urological Association Symptom (AUASS) Score ★	66
▶ APACHE II Severity of Disease Classification System (version1) ★	1158
▶ Apache II Severity Of Disease Classification System (with scoring) ★	90

8. In the “Keyword search:” box, type “COMPASS” and press “Search the Library”

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Return to REDCap Logged in as Meghan Radman

Keyword search: Search the library

Search options:
Language:
Minimum downloads:
Recent additions:
Curated by REDLOC?

1 2 3 4 5 6 7 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 >>

Shared Library
Search
Library Metrics
My Activity
Consortium Activity
REDLOC
REDLOC Login

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

Return to REDCap Logged in as Meghan Radman

Keyword search: Search the library

Search options:
Language:
Minimum downloads:
Recent additions:
Curated by REDLOC?


Found 7 results matching your search Didn't find what you were looking for? [Suggest a validated instrument for library inclusion](#)

Title	Downloads
▶ Coding and Notes	0
▶ Stakeholder Informed	0
▶ Stakeholder Input	0
▶ Stakeholder Input Incorporated	0
▶ Stakeholder Input Requested/Reported	0
▶ Stakeholder Invited	0
▶ Stakeholder Involved	0

10. Click on the arrow ▶ to expand an instrument.

11. Click on the box “Import into my REDCap project”

REDCap Shared Library



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Search options:

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REDLOC Login

Found 7 results matching your search [Didn't find what you were looking for? Suggest a validated instrument for library inclusion](#)

Title	Downloads
▼ Coding and Notes	0
Details:	
Contact: Sabina Gesell	View as web page
Contact email: sgesell@wakehealth.edu	View as PDF
Submitted by: Meghan Radman	<input type="button" value="Import into my REDCap project"/>
Description: This stakeholder engagement tracking tool was developed for tracking stakeholder engagement in one of PCORI's first large pragmatic clinical trials (the 5-year Comprehensive Post-Acute Stroke Services Study, or COMPASS). We used this tool to consistently monitor and measure stakeholder engagement. It served multiple purposes. It was a tool for (1) data collection, (2) project management, (3) evaluation of stakeholder engagement activities, and (4) reporting how stakeholders influenced the study in progress reports back to PCORI. It was a timesaving approach to capturing how stakeholders engaged in a PCORI-funded study and reporting how stakeholders influenced the study in progress reports back to PCORI. For details see Gesell, S., Halladay, J., Mettam, L., Sissine, M., Staplefoote-Boynnton, B., & Duncan, P. (n.d.). Using REDCap to track stakeholder engagement: A time-saving tool for PCORI-funded studies. Journal of Clinical and Translational Science, 1-7. doi:10.1017/cts.2019.444	
Last updated: February 14, 2020	
► Stakeholder Informed	0



12. Read through the “Shared Content Agreement” and click “I agree”

Shared Content Agreement

The REDCap Shared Data Instrument Library (REDCap SDIL) consists of standardized assessment instruments (Content) for various research studies. The CONTENT in the SDIL can only be used by members of the REDCap Consortium exclusively for research and non-commercial purposes.

By downloading any Content from the REDCap SDIL hosted by Vanderbilt University (“Vanderbilt”), you signify your agreement to the terms of this Shared Content Agreement (“Agreement”).

RESTRICTIONS ON USE.
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- Customize the appearance of the Content using the REDCap SDIL application to address the internal needs of user's organization or institution. This includes modifications of the spelling of certain works to reflect local spelling.
- Automate the administration, scoring, and reporting of the Content using the REDCap SDIL application.

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- Modify and/or remove any copyright notices or labels on the LIBRARY, its measures or in any header of a script source file.

You:

- Acknowledge that no training, support, hosting, or other services for the LIBRARY will be provided under this AGREEMENT

13. You will then be taken back into your REDCap Project. Click “Add” to start the import process.

Importing instrument from the REDCap Shared Library

You have chosen to load a data collection instrument from the REDCap Shared Library. Please provide a name for your instrument and click the *Add* button to complete the import process, after which the instrument will be added to this REDCap project.

the imported instrument with the name

If you do NOT wish to import the instrument, you may return back to the [REDCap Shared Library](#).

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