

REDCap Survey Protocol for New Users

Extreme Surge Data Form	Links
The Extreme Surge Data Form and Guidance is to be used in conjunction with the REDCap Survey	<ul style="list-style-type: none"> • Extreme Surge Data Form and Guidance (English) • Extreme Surge Data Form and Guidance (Spanish)
If the case elects to complete the REDCap survey, send the appropriate message via either text or email	<ul style="list-style-type: none"> • Case Email (Survey) Template (English) • Case Email (Survey) Template (Spanish) • Case Text (Survey) Template (English) • Case Text (Survey) Template (Spanish)
If the case prefers to receive a postal letter, follow your organization's process for sending postal letters	<ul style="list-style-type: none"> • Case Letter (Survey) Template (English) • Case Letter (Survey) Template (Spanish)
Use the link to the live online survey if you complete the survey for the case	<ul style="list-style-type: none"> • COVID-19 Survey (English) • COVID-19 Survey (Spanish)
REDCap Interview Assessment FAQ	<ul style="list-style-type: none"> • FAQ Link
Encourage your case to notify their close contacts. If they feel uncomfortable doing this, they can utilize this website for anonymous notification	<ul style="list-style-type: none"> • https://tellyourcontacts.org/
Mock Interview Recordings	<ul style="list-style-type: none"> • Using Extreme Surge Data Form and Survey over the Phone • Mock Interview Recording using Extreme Surge Data Form and Survey, Case agrees to take Survey over Text
What To Do If You Test Positive for COVID-19	<ul style="list-style-type: none"> • Document in English • Document in Spanish
Opera REDCap Survey Guide	<ul style="list-style-type: none"> • Link
REDCap Training Recording	<ul style="list-style-type: none"> • https://youtu.be/PLWtl64D_yI

OPERA Documentation	Notes
Update email and cell phone number in Opera.	<ul style="list-style-type: none"> • If the case wants to receive a survey via text, verify the number we have is a cell phone. Add number to record if it is not already there
Complete the top part of the Risk tab	<ul style="list-style-type: none"> • 1st attempt • Reason • Spoke to case • Need wraparound services – include which services needed in text box
Data entered on the Extreme Surge Data Form needs to be manually entered into Opera	<ul style="list-style-type: none"> • ELR Test date and Onset date- under Clinical tab • Deceased – in Opera demographic pane • Wraparound services – top of Risk tab and in Follow Up tab, be specific • High Risk Settings – Risk and Follow Up tab. Look for healthcare worker, school fields in Opera. May also be fillable in Worksite. Include last day worked/attended school if during infectious period • REAL-D – Under REAL-D on Demographic tab • Notes – Copy into an Opera Summary note

Opera Summary Notes	Notes
Opera Summary Notes Guide	<ul style="list-style-type: none"> • Link
Describe call attempts	
Describe interaction with case	<p>Examples:</p> <ul style="list-style-type: none"> • Spoke with case. REDCap sent via email / text • Spoke with case. REDCap requested via postal mail

	<ul style="list-style-type: none"> Spoke with case. Interview and REDCap survey completed over phone Requested call back at <date/time> Unable to reach
Include names/dates/circumstances of any high-risk settings or indicate "no high-risk settings"	
Note any need for wraparound support and indicate which, or indicate "no wraparound support requested"	

For State Use:	
EOD	Notes
In the Interview Status, indicate REDCap if the link was sent or used	
Wraparound needed (Yes/No)	<ul style="list-style-type: none"> Be as specific as possible
Did the case work/attend in high-risk setting? Note in the special circumstances column	<ul style="list-style-type: none"> Include last day worked or attended school, if during infectious period