International Nutrition Survey 2013

Query Module

Self-Training Module
(v. 23-Apr-2013)
## CERU Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Version: April 23rd, 2013
What is the Query Module?

- The system in which you view and correct the data in question in REDCap
  - REDCap is the electronic data capture system for INS. All data recorded on the paper case report forms must be submitted electronically through REDCap.

- The query module will generate queries for all:
  - Blank fields
  - Blank forms
  - Out of range values
  - Date inconsistencies
How to access the Query Module

- The Query Module can be viewed by clicking on “Query Module” at the top of the page. This will allow you to see all queries across all patients at your site.

- This will allow you to see all queries across all patients at your site.
OR

- To view all queries related to a specific patient:
  1) select an existing Patient ID from the drop down box.
  2) In the left sidebar you can click on “Queries for Patient…” to view all the queries for that patient.
Types of Queries

- Queries are divided into two sections based on who needs to address them.
- You are responsible for the queries in the first section title “Patient ID”
- Data Management is responsible for the sections titled “Pending Data Management” and “Resolved and Removed”
Section 1: Patient ID #

Queries to be addressed by the site:

**New** – Query recently made and has not been addressed.

**Outstanding** – A New Query that has not been addressed for an extended period of time.

**D/M Responded** – Data Management at CERU has responded to a query and the user must now review that response.
Section 2: Pending Data Management

Queries to be addressed by Data Management/IT:

**F.A.R.** – Query is in a waiting state and requires review by the study team.

**User Responded** – The user has responded to a query and Data Management must now review the response.

**IT Staff** – Possible error in the check logic and Data Management has referred the query to IT.
Section 3: Resolved & Removed

Completed queries:

Resolved – Query has been successfully dealt with.

Removed/Ignored – Query is either no longer relevant (user changed data) or Data Management manually removed query and it no longer needs to be addressed.
When are queries generated?

Depending on the type of query, they may be generated:

- When an electronic case report form is saved
- When a patient’s data is submitted
- Hourly
Responding to a Query

You have two options when responding to queries:

**Option 1** – the query is the result of a data entry error or mistake and *you* need to correct the data.

**Option 2** – the data is correct and we would like *you* to provide confirmation and an explanation.
Correcting the Data (Option 1)

1. In the query table click on the Form Name for the query you wish to address to be taken to that form.

<table>
<thead>
<tr>
<th>Query #</th>
<th>Event</th>
<th>Form Name</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>4014</td>
<td>Outcomes</td>
<td>Information</td>
<td>![Warning icon] You indicated mechanical ventilation was discontinued in the ICU. If this is correct, Date/Time Mechanical Ventilation was discontinued (2012-07-19 12:00) cannot be after ICU Discharge (2012-07-01 15:00).</td>
</tr>
<tr>
<td>4015</td>
<td>Outcomes</td>
<td>Information</td>
<td>![Warning icon] ICU Discharge (2012-07-01 15:00) cannot be prior to ICU Admission (2012-07-02 14:50).</td>
</tr>
<tr>
<td>4016</td>
<td>Day 1</td>
<td>Daily Nutrition Data</td>
<td>![Warning icon] It was indicated that the patient was in the ICU for 0 days, but data was entered on Day 4.</td>
</tr>
</tbody>
</table>

2. Enter the corrected data and save the form.

3. The next time the queries run that query will be removed. It will not be removed right away.
# Data is Correct (Option 2)

1. **In the query table click on the Error Message for the query you wish to address.**

<table>
<thead>
<tr>
<th>Query #</th>
<th>Event</th>
<th>Form Name</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>4014</td>
<td>Outcome</td>
<td>Information</td>
<td>H) You indicated mechanical ventilation was discontinued in the ICU. If this is correct, Date/Time Mechanical Ventilation was discontinued (2012-07-19 12:00) cannot be after ICU Discharge (2012-07-01 15:00).</td>
</tr>
</tbody>
</table>

2. **Select the appropriate response from the drop-down list and enter a comment, if required.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Query #</th>
<th>Event / Form Name</th>
<th>Error Message</th>
<th>Related Data</th>
<th>Query Status</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-10-22</td>
<td>4014</td>
<td>Outcomes / Outcomes Information</td>
<td>You indicated mechanical ventilation was discontinued in the ICU. If this is correct, Date/Time Mechanical Ventilation was discontinued (2012-07-19 12:00) cannot be after ICU Discharge (2012-07-01 15:00).</td>
<td>View</td>
<td>New</td>
<td></td>
</tr>
</tbody>
</table>
## Data is Correct (Option 2), continued

<table>
<thead>
<tr>
<th>Response Option</th>
<th>Description</th>
<th>Resulting Query Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Missing/Unknown</td>
<td>Data was missing from source or not done. A comment is required.</td>
<td>User Responded or Resolved</td>
</tr>
<tr>
<td>Data Correct as Entered</td>
<td>Data is verified by source and is inputted correctly.</td>
<td>User Responded or Resolved</td>
</tr>
<tr>
<td>Unable to Enter Corrected Data</td>
<td>Certain data points may get locked and you will not have access to change your data. A comment containing the correct data is required.</td>
<td>User Responded</td>
</tr>
<tr>
<td>Alert Data Management</td>
<td>Notify Data Management that there might be a problem with the check. A comment is required.</td>
<td>User Responded</td>
</tr>
<tr>
<td>Other</td>
<td>Situations that do not apply to the above response options, A comment is required.</td>
<td>User Responded</td>
</tr>
</tbody>
</table>
Comment Required

For those response options that require a comment, please provide a meaningful explanation in English.

Data Management will review the comments and will query you further if:

1. Not enough information is provided
2. Information is contradictory to entered data
3. Explanation is unclear
All Queries Resolved

■ Once the Outcomes Form is completed and any queries have been resolved the system will automatically finalize the patient. This will lock all of the patient’s data.

■ Please note that Data Management queries will also need to be resolved before the patient is finalized.

■ All patients at your site must be finalized by October 31st 2013, the final date for data submission.
Step 1: Enter data

Step 2: Click ‘Save’ on the form

Step 3: Respond to the queries for the form

Repeat steps 1-3 for all of the forms on REDCap

Step 4: Complete the Outcomes Form

Click ‘Submit’ at the bottom of the Event Grid

The query system will automatically:
- Return you to Step 3 if there are any unresolved queries for individual forms.
- Return you to Step 4 if the Outcomes Form is incomplete.

The patient will not be submitted until all of these queries are resolved and the Outcomes Form is complete.

Patient is submitted

Query system will automatically generate queries across all of the forms on REDCap. The patient will not be finalized until all of these queries are resolved.

Resolve queries

Once all of these queries are resolved, the patient’s data will automatically be finalized by the query system. The patient’s data will be inaccessible from this point forward.

Patient is finalized

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