

# International Nutrition Survey 2014

## Query Module

Self-Training Module  
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**Critical Care  
Nutrition**

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# 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.

The screenshot shows the REDCap interface for the Clinical Evaluation Research Unit at Kingston General Hospital. The user is logged in as 'violama'. The main navigation bar includes the REDCap logo, the Clinical Evaluation Research Unit logo, and the Kingston General Hospital logo. Below the navigation bar, the user is logged in as 'violama'. The main content area features a 'Query Module' link with associated statistics: 'New: 98', 'Outstanding: 0', 'D/M Responded: 0', and 'User Resp'. Below this is a 'Data Entry' section with a dropdown menu for 'Choose an existing Patient ID' and an 'Add New Patient' button. An orange arrow points to the 'Query Module' link.

- 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.

The screenshot shows a web application interface. On the left is a sidebar with the following sections: "My Databases" (with a database icon), "Database Information" (with a house icon), "Data Entry Forms" (with a grid icon), "Data Entry" (with a grid icon and the text "- Add or modify a database record"), "Applications", "Resources" (containing "Site Registration" and "Site Finalization"), "Queries for Patient #500-10" (with a list of query types and counts), and "Help & Information" (with a question mark icon). An orange arrow points to the "Queries for Patient #500-10" section. The main content area on the right is titled "Data Entry: Event Grid" and contains the text: "The grid below displays the form-by-form events. You may click on the colored buttons to navigate to the [Define My Events](#) page." Below this text is a table titled "Patient ID '500-10' Submitted". The table has two columns: "Data Entry Form" and "Day". The "Day" column shows "Jun 2". The "Data Entry Form" column lists: "Patient Information", "Baseline SOFA Score", "Baseline Nutrition Assessment", "Daily Nutrition Data", and "Outcomes Information". Each row in the "Data Entry Form" column has a green circular indicator to its right.

Data Entry Form	Day
Patient Information	Jun 2
Baseline SOFA Score	
Baseline Nutrition Assessment	
Daily Nutrition Data	
Outcomes Information	

# 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”

## Patient ID "500-11"

Query #	Event	Form Name	Error Message	Query Status
4009	Outcomes	Outcomes Information	ⓘ ICU Discharge (2012-06-27 15:15) is less than 72 hours after ICU Admission (2012-06-25 14:20). Eligible patients remain in the ICU for at least 72 hours.	New

**Pending Data Management**

**Resolved & 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 a patient's data is submitted
- Hourly

# Responding to a Query

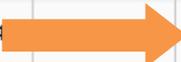
You have two options when responding to queries:

**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.

Query #	Event	Form Name	Error Message		Query Status
4014		Outcomes Information	 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).		New
4015	Outcomes	Outcomes Information	 ICU Discharge (2012-07-01 15:00) cannot be prior to ICU Admission (2012-07-02 14:50).		New
4016	Day 1	Daily Nutrition Data	 It was indicated that the patient was in the ICU for 0 days, but data was entered on Day 4.		New

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.

Query #	Event	Form Name	Error Message	Query Status
4014	Outcome	Informatic	 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). 	New

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

Date	Query #	Event / Form Name	Error Message	Related Data	Query Status	Response
2012-10-22 10:10	4014	Outcomes / Outcomes Information	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).	<a href="#">View</a>	New	

<b>Response:</b>	<input type="text"/>
<b>Comment:</b>	<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none"><li>Data Has Been Corrected</li><li>Data Correct As Entered</li><li>Data Missing/Unknown</li><li>Unable To Enter Corrected Data</li><li>Alert Data Management</li><li>Other</li></ul></div> <p>500 Characters Remaining</p>

[Show Previously Triggered Queries](#)

# Data is Correct (Option 2), continued

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

# Comment Required

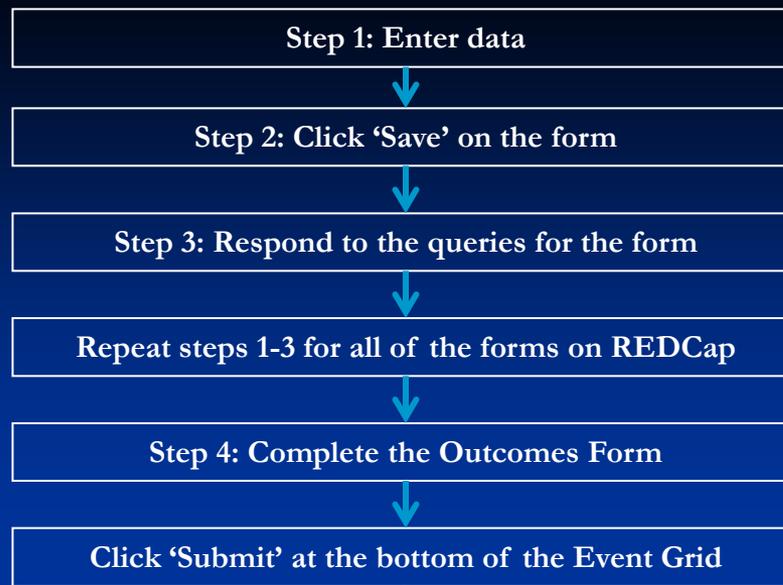
For those response options that require a comment, please provide a meaningful explanation **in English**.

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 **DATE**, the final date for data submission.



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



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.



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.

