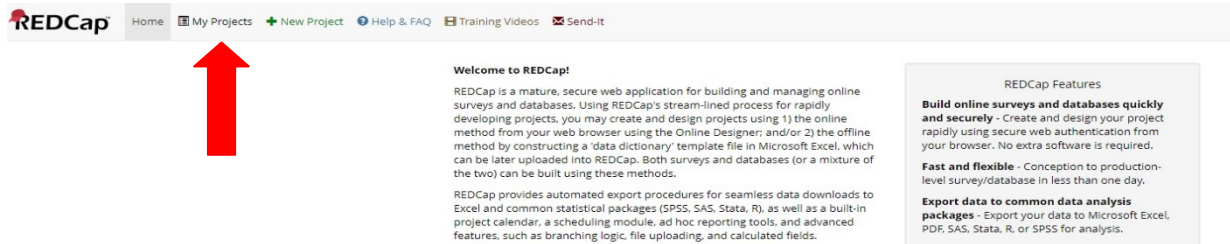


# NAT Project Quarterly Data Collection Tool – USER GUIDE

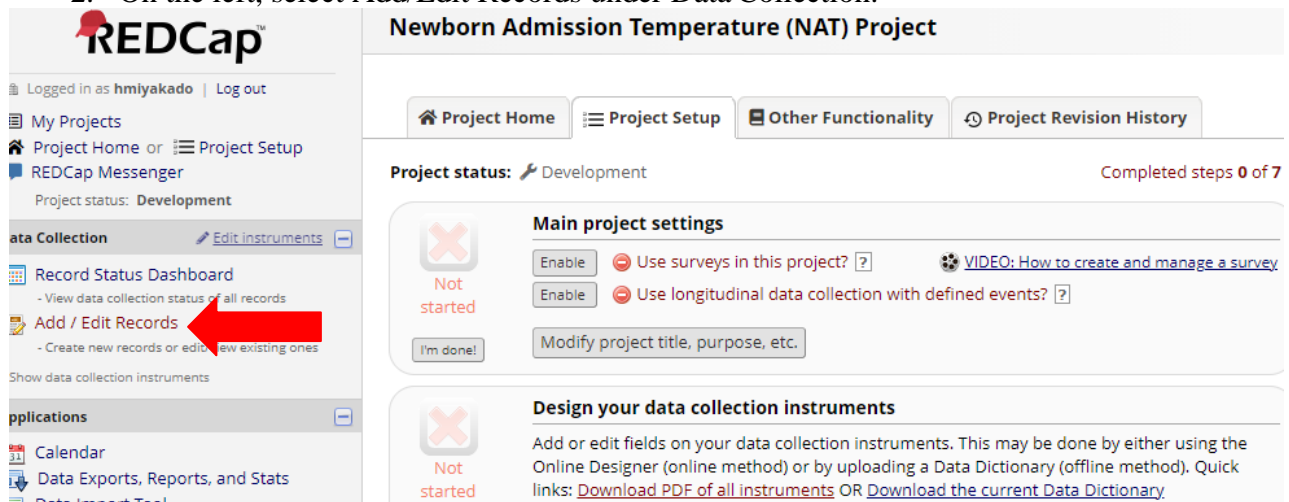
1. After setting up your REDCap account, select My Projects → Newborn Admission Temperature Project: Quarterly Data Reporting Form



Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects <span>Organize</span>						Filter projects by title
Project Title	Records	Fields	Instrument	Type	Status	
Newborn Admission Temperature Project: Needs Assessment Survey	200	36	1 survey			
Healthy Mujeres Project	1	77	1 form			
Healthy Families 1.0-Community Survey Data from UTRGV	689	174	1 form			
Newborn Admission Temperature (NAT) Project	1	125	1 form			

2. On the left, select Add/Edit Records under Data Collection.



3. Under Choose an existing Record ID, select Add new record.

REDCap

Logged in as hmiyakado | Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: Development

Data Collection

Edit Instruments

Record Status Dashboard

View data collection status of all records

Add / Edit Records

Create new records or edit/view existing ones

Show data collection instruments

Applications

Calendar

Data Exports, Reports, and Stats

Newborn Admission Temperature (NAT) Project

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

NOTICE: This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

Total records: 1

Choose an existing Record ID

-- select record --

Add new record

4. REDCap will automatically assign you a record ID, and you will select the same record ID every time you or your colleagues modify the record or input a record for a new quarter.

Adding new Record ID 1

Record ID
1

5. Enter your TCHMB ID.

- a. The TCHMB ID is a unique ID assigned to you, and it stays the same for the entirety of the project. You should be able to find it on the first email received from [nat@utsystem.edu](mailto:nat@utsystem.edu). If you can't find this, please reach out to [nat@utsystem.edu](mailto:nat@utsystem.edu)

TCHMB ID

\* must provide value

6. Select the data collection period that you are inputting the data for.

Data collection period

\* must provide value

☐ January-March 2021

☐ April-June 2021

☐ July-September 2021

☐ October-December 2021

☐ January-March 2022

☐ April-June 2022

☐ July-September 2022

☐ October-December 2022

☐ January-March 2023

☐ April-June 2023

☐ July-September 2023

☐ October-December 2023

7. Input your hospital name. If your individual hospital is a part of a hospital system, please use the following naming convention: Hospital System name – individual hospital name or location such as the University of Texas Health Science Center - Austin.

Name of hospital

\* must provide value

(HOSPITAL NAME: If your individual hospital is part of a hospital system please use the following naming convention: Hospital System name - individual hospital name or location)

8. Click Today button to input today's date.

**Today's Date**  
\* must provide value

10-01-2021 Today M-D-Y

9. Proceed to Total Births section.

- If you select "no" to this question, all the questions below for total births will be automatically skipped. For example, if your hospital does not deliver babies, you would answer "no" and will be directed to skip the questions in this section pertaining births.
- If you input anything larger than 0 for total number of births, you will see more questions.

**Total Births**

**Does your hospital deliver babies?**  
\* must provide value

☒ Yes  
☐ No

**Total number of births in the hospital this quarter**  
\* must provide value

100

reset

10. Select the data source used for mother's race/ethnicity.

- Typical sources for mother's race/ethnicity data include patient intake, financial records, and birth records. If you are using a different source of data, please select "other" and specify the source of data.

11. Input total number of births by mother's ethnicity for Unknown/Undeclared, Hispanic, and Non-Hispanic, respectively.

- If the data are not available by mother's ethnicity, input all the counts in Unknown/Undeclared and 0 for other ethnicity categories (Hispanic, Non-Hispanic).

12. Input number of births by mother's race among non-Hispanic mothers.

- These boxes by mother's race only appear if the Non-Hispanic box has non-zero value.
- Number of births by mother's race should add up to non-Hispanic.

10

**What is the most commonly used source of data for mother's race/ethnicity?**  
\* must provide value

☐ Existing data from patient intake or financial records  
☒ Existing data from birth records  
☐ Other

reset

11

**Total number of births by mother's ethnicity this quarter**

**Unknown/Undeclared**  
\* must provide value

10

**Hispanic**  
\* must provide value

30

**Non-Hispanic**  
\* must provide value

60

12

**Number of births by mother's race (among Non-Hispanic mothers) this quarter**

**Non-Hispanic White**  
\* must provide value

20

**Non-Hispanic Black**  
\* must provide value

20

**Non-Hispanic Other**  
\* must provide value

10

**Non-Hispanic Unknown/Undeclared**  
\* must provide value

10

13. Proceed to Well Newborn Nursery/Mother-Baby Unit section.

- a. This section is for any setting in your hospital where babies are that is not a NICU. Hospitals may have different names for this setting, including well newborn nursery, mother-baby unit, postpartum unit, etc.
- b. If you select “no” to this question, all the questions below for a well newborn nursery/mother-baby unit will be automatically skipped. For example, if your hospital does not deliver babies, you would answer “no” and will be directed to skip the questions in this section pertaining to well newborn nursery/mother-baby unit.

<b>Well Newborn Nursery/Mother-Baby Unit</b>	
<b>Does your hospital have a well newborn/mother baby unit?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<small>* must provide value</small>	<small>reset</small>

14. Select the method your hospital takes the admission temperature for well newborns.

<b>Select the method your hospital takes the admission temperature for well newborns.</b>	<input type="radio"/> Axillary <input type="radio"/> Rectal
<small>* must provide value</small>	<small>reset</small>

15. Answer the temperature-related policy questions.

<b>Does your mother baby unit have a policy on timing of admission temperature after admission to well newborns?</b>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not sure
<small>* must provide value</small>	<small>reset</small>
<b>Does your mother baby unit have a policy for temperature management in newborn infants after delivery?</b>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not sure
<small>* must provide value</small>	<small>reset</small>

16. Follow the same directions as step 9 to 12 above for **well newborns**.

<b>Total number of well newborn admissions in this quarter</b>	<input type="text" value="100"/>
<small>* must provide value</small>	
<b>What is the most commonly used source of data for mother's race/ethnicity?</b>	<input checked="" type="radio"/> Existing data from patient intake or financial records <input type="radio"/> Existing data from birth records <input type="radio"/> Other
<small>* must provide value</small>	<small>reset</small>
<b>Total number of well newborn admissions by mother's ethnicity this quarter</b>	
<b>Unknown/Undeclared</b>	<input type="text" value="10"/>
<small>* must provide value</small>	
<b>Hispanic</b>	<input type="text" value="30"/>
<small>* must provide value</small>	
<b>Non-Hispanic</b>	<input type="text" value="60"/>
<small>* must provide value</small>	
<b>Number of well newborn admissions by mother's race (among Non-Hispanic mothers) this quarter</b>	
<b>Non-Hispanic White</b>	<input type="text" value="20"/>
<small>* must provide value</small>	
<b>Non-Hispanic Black</b>	<input type="text" value="20"/>
<small>* must provide value</small>	
<b>Non-Hispanic Other</b>	<input type="text" value="10"/>
<small>* must provide value</small>	
<b>Non-Hispanic Unknown/Undeclared</b>	<input type="text" value="10"/>
<small>* must provide value</small>	
<b>Total number of infants cooled for possible hypoxic ischemic encephalopathy at birth with temperature &lt;36°C (96.8°F)</b>	<input type="text" value="0"/>
<small>* must provide value</small>	

17. Temperatures are the key measures for the NAT project. If you don't collect data on admission temperature, please reach out to [nat@utsystem.edu](mailto:nat@utsystem.edu). If you do collect the temperature data but the count for hypothermia is 0, inputting 0 here is accurate.

**Hypothermia in Well Newborn Nursery/Mother-Baby Unit**

**Hypothermia**

Temperature  $\leq 36^{\circ}\text{C}$  ( $96.8^{\circ}\text{F}$ )

(Temperature recorded for infants should be between 20-60 minutes after birth.)

Total number of well newborn admissions with admission temperature  $\leq 36^{\circ}\text{C}$  ( $96.8^{\circ}\text{F}$ ) this quarter



20

\* must provide value

18. Follow the same directions as step 9 to 12 above for **hypothermia well newborns**.

Total number of well newborn admissions with admission temperature  $\leq 36^{\circ}\text{C}$  ( $96.8^{\circ}\text{F}$ ) by mother's ethnicity this quarter

Unknown/Undeclared

\* must provide value

0

Hispanic

\* must provide value

10

Non-Hispanic

\* must provide value

10

Number of well newborn admissions with admission temperature  $\leq 36^{\circ}\text{C}$  ( $96.8^{\circ}\text{F}$ ) by mother's race (among Non-Hispanic mothers) this quarter

Non-Hispanic White

\* must provide value

2

Non-Hispanic Black

\* must provide value

2

Non-Hispanic Other

\* must provide value

2

Non-Hispanic Unknown/Undeclared

\* must provide value

4

19. Follow the same direction as 17 for **hyperthermia well newborns**.

**Hyperthermia in Well Newborn Nursery/Mother-Baby Unit**

**Hyperthermia**

Temperature  $\geq 37.5^{\circ}\text{C}$  ( $99.5^{\circ}\text{F}$ )

(Temperature recorded for infants should be between 20-60 minutes after birth.)

Total number of well newborn admissions with admission temperature  $\geq 37.5^{\circ}\text{C}$  ( $99.5^{\circ}\text{F}$ ) this quarter



30

\* must provide value

20. Follow the same directions as step 9 to 12 above for **hyperthermia well newborns**.

Total number of well newborn admissions with admission temperature $\geq 37.5^{\circ}\text{C}$ ( $99.5^{\circ}\text{F}$ ) by mother's ethnicity this quarter	
Unknown/Undeclared	<input type="text" value="0"/>
Hispanic	<input type="text" value="15"/>
Non-Hispanic	<input type="text" value="15"/>
Number of well newborn admissions with admission temperature $\geq 37.5^{\circ}\text{C}$ ( $99.5^{\circ}\text{F}$ ) by mother's race (among Non-Hispanic mothers) this quarter	
Non-Hispanic White	<input type="text" value="3"/>
Non-Hispanic Black	<input type="text" value="3"/>
Non-Hispanic Other	<input type="text" value="3"/>
Non-Hispanic Unknown/Undeclared	<input type="text" value="6"/>

21. Follow the same direction as 13 to 16 for **NICU infants**.

Newborn Intensive Care Unit (NICU)	
Does your hospital have a NICU?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Select the method your hospital takes the admission temperature for NICU infants.	<input checked="" type="radio"/> Axillary <input type="radio"/> Rectal
Does your NICU have a policy on timing of admission temperature after admission to NICU?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not sure
Does your NICU have a policy for temperature management for newborn infants in the NICU?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not sure
Total number of NICU admissions this quarter	<input type="text" value="100"/>
What is the most commonly used source of data for mother's race/ethnicity?	<input checked="" type="radio"/> Existing data from patient intake or financial records <input type="radio"/> Existing data from birth records <input type="radio"/> Other
Total number of NICU admissions by mother's ethnicity this quarter	
Unknown/Undeclared	<input type="text" value="0"/>
Hispanic	<input type="text" value="50"/>
Non-Hispanic	<input type="text" value="50"/>
Number of NICU admissions by mother's race (among Non-Hispanic mothers) this quarter	
Non-Hispanic White	<input type="text" value="20"/>
Non-Hispanic Black	<input type="text" value="20"/>
Non-Hispanic Other	<input type="text" value="5"/>
Non-Hispanic Unknown/Undeclared	<input type="text" value="5"/>

22. Report hypothermia and hyperthermia for babies (shown in step 17 to 20) **whose birthweight is less than 1500 grams for NICU.**

- a. Temperatures are the key measures for the NAT project. If you don't collect data on admission temperature, please reach out to [nat@utsystem.edu](mailto:nat@utsystem.edu). If you do collect the temperature data but the count for hypothermia is 0, inputting 0 here is accurate.

<b>Birthweight&lt; 1,500 grams in NICU</b>	
Total number of infants with <u>birthweight&lt; 1,500 grams</u> in NICU this quarter	<input type="text" value="10"/>
<small>* must provide value</small>	
<b>Hypothermia among Birthweight&lt; 1,500 grams in NICU</b>	
<b>Hypothermia</b> Temperature < 36°C (96.8°F) (Temperature should be recorded for infants upon admission to NICU.)	
Total number of infants with <u>birthweight&lt; 1,500 grams</u> in NICU with admission temperature < 36°C (96.8°F) this quarter	<input type="text" value="20"/>
<small>* must provide value</small>	
Number of infants with <u>birthweight&lt; 1,500 grams</u> in NICU with admission temperature < 36°C (96.8°F) by mother's ethnicity this quarter	
Unknown/Undeclared	<input type="text" value="10"/>
<small>* must provide value</small>	
Hispanic	<input type="text" value="10"/>
<small>* must provide value</small>	
Non-Hispanic	<input type="text" value="0"/>
<small>* must provide value</small>	
<b>Hyperthermia among Birthweight&lt; 1,500 grams in NICU</b>	
<b>Hyperthermia</b> Temperature >37.5°C (99.5°F) (Temperature should be recorded for infants upon admission to NICU.)	
Total number of infants with <u>birthweight&lt; 1,500 grams</u> in NICU with admission temperature >37.5°C (99.5°F) this quarter	<input type="text" value="20"/>
<small>* must provide value</small>	
Total number of infants with <u>birthweight&lt; 1,500 grams</u> in NICU with admission temperature >37.5°C (99.5°F) by mother's ethnicity this quarter	
Unknown/Undeclared	<input type="text" value="10"/>
<small>* must provide value</small>	
Hispanic	<input type="text" value="10"/>
<small>* must provide value</small>	
Non-Hispanic	<input type="text" value="0"/>
<small>* must provide value</small>	

23. Report hypothermia and hyperthermia for babies (shown in step 17 to 20) **whose birthweight is greater than or equal to 1500 grams for NICU.**

<b>Birthweight <math>\geq</math>1,500 grams in NICU</b>	
<b>Total number of infants with birthweight <math>\geq</math>1,500 grams in NICU this quarter</b>	<div><div>H</div><div>90</div></div> <div>* must provide value</div>
<b>Hypothermia among Birthweight <math>\geq</math>1,500 grams in NICU</b>	
<b>Hypothermia</b> Temperature $< 36^{\circ}\text{C}$ ( $96.8^{\circ}\text{F}$ ) (Temperature recorded for infants upon admission to NICU.)	
<b>Total number of infants with birthweight <math>\geq</math>1,500 grams in NICU with admission temperature <math>&lt; 36^{\circ}\text{C}</math> (<math>96.8^{\circ}\text{F}</math>) this quarter</b>	<div><div>H</div><div>45</div></div> <div>* must provide value</div>
<b>Total number of infants with birthweight <math>\geq</math>1,500 grams in NICU with admission temperature <math>&lt; 36^{\circ}\text{C}</math> (<math>96.8^{\circ}\text{F}</math>) by mother's ethnicity this quarter</b>	
<b>Unknown/Undeclared</b>	<div><div>H</div><div>20</div></div> <div>* must provide value</div>
<b>Hispanic</b>	<div><div>H</div><div>25</div></div> <div>* must provide value</div>
<b>Non-Hispanic</b>	<div><div>H</div><div>0</div></div> <div>* must provide value</div>
<b>Hyperthermia among Birthweight <math>\geq</math>1,500 grams in NICU</b>	
<b>Hyperthermia</b> Temperature $>37.5^{\circ}\text{C}$ ( $99.5^{\circ}\text{F}$ ) (Temperature recorded for infants upon admission to NICU)	
<b>Total number of infants with birthweight <math>\geq</math>1,500 grams in NICU with admission temperature <math>&gt;37.5^{\circ}\text{C}</math> (<math>99.5^{\circ}\text{F}</math>) this quarter</b>	<div><div>H</div><div>45</div></div> <div>* must provide value</div>
<b>Total number of infants with birthweight <math>\geq</math>1,500 grams in NICU with admission temperature <math>&gt;37.5^{\circ}\text{C}</math> (<math>99.5^{\circ}\text{F}</math>) by mother's ethnicity this quarter</b>	
<b>Unknown/Undeclared</b>	<div><div>H</div><div>20</div></div> <div>* must provide value</div>
<b>Hispanic</b>	<div><div>H</div><div>25</div></div> <div>* must provide value</div>
<b>Non-Hispanic</b>	<div><div>H</div><div>0</div></div> <div>* must provide value</div>



24. Fill in the barriers/facilitator to collection of project metrics.

Barriers/Facilitator to Collection of Project Metrics	
<p><b>Did you face any barriers to participating in the NAT project in this quarter?</b> [select all that apply]</p> <p><small>* must provide value</small></p>	<p><input checked="" type="checkbox"/> a. Reporting data by mother's race/ethnicity</p> <p><input checked="" type="checkbox"/> b. Reporting data from two separate units in the hospital (well newborn/mother baby unit and NICU)</p> <p><input checked="" type="checkbox"/> c. Aligning NAT project with current workflow or clinical process</p> <p><input type="checkbox"/> d. Identifying resources to collect and report the data</p> <p><input type="checkbox"/> e. Getting commitment/support from clinical staff</p> <p><input type="checkbox"/> f. Getting commitment/support from leadership</p> <p><input type="checkbox"/> g. NAT project is time-consuming</p> <p><input type="checkbox"/> h. No barriers/challenges in this quarter</p> <p><input type="checkbox"/> i. Other</p>
<p><b>What strategies have you identified or plan to try in the next quarter?</b> [select all that apply]</p> <p><small>* must provide value</small></p>	<p><input checked="" type="checkbox"/> a. Work with IT to generate reports</p> <p><input checked="" type="checkbox"/> b. Change workflow or clinical processes</p> <p><input checked="" type="checkbox"/> c. Educate clinical staff</p> <p><input type="checkbox"/> d. Reach out to TCHMB for support</p> <p><input type="checkbox"/> e. Other</p>
<p><b>If you have any additional comments about your data or experience with the project this quarter, please let us know here.</b></p>	<p>N/A</p> <p>Expand</p>

25. OPTIONAL: If you have time to fill out this section, we welcome your feedback.

OPTIONAL:	
We understand that collecting and reporting data by race/ethnicity is a new process. These questions are optional but we welcome your feedback.	
I have open lines of communication with everyone needed to collect data by race/ethnicity.	<p><input type="radio"/> 1 DISAGREE</p> <p><input type="radio"/> 2 NEUTRAL</p> <p><input checked="" type="radio"/> 3 AGREE</p> <p>reset</p>
Collecting data by race/ethnicity is compatible with existing processes.	<p><input type="radio"/> 1 DISAGREE</p> <p><input type="radio"/> 2 NEUTRAL</p> <p><input checked="" type="radio"/> 3 AGREE</p> <p>reset</p>
The structures and policies in place here enable us to collect data by race/ethnicity.	<p><input type="radio"/> 1 DISAGREE</p> <p><input type="radio"/> 2 NEUTRAL</p> <p><input checked="" type="radio"/> 3 AGREE</p> <p>reset</p>
We have sufficient time dedicated to collect data by race/ethnicity.	<p><input type="radio"/> 1 DISAGREE</p> <p><input type="radio"/> 2 NEUTRAL</p> <p><input checked="" type="radio"/> 3 AGREE</p> <p>reset</p>
We have the needed resources to collect data by race/ethnicity.	<p><input type="radio"/> 1 DISAGREE</p> <p><input type="radio"/> 2 NEUTRAL</p> <p><input checked="" type="radio"/> 3 AGREE</p> <p>reset</p>
Participating in the NAT project has helped our hospital make progress collecting and reporting metrics by race/ethnicity.	<p><input type="radio"/> 1 DISAGREE</p> <p><input type="radio"/> 2 NEUTRAL</p> <p><input checked="" type="radio"/> 3 AGREE</p> <p>reset</p>

26. After completing the form, please scroll down. At the bottom of the form, under Form status, select the form status from the drop-down menu. Select Complete if you have input all data for this quarter or Incomplete if you will need to edit the report in the future.

**Form Status**

Complete? Incomplete ▼

Incomplete  
Unverified  
Complete

Save & Exit Form Save & Stay

-- Cancel --

27. Then please select Save & Exit Form to exit the form.

**Form Status**

Complete? Complete ▼

Save & Exit Form Save & Stay

-- Cancel --

### How to Edit an existing Report

*Note: If you have already created a Quarter 2 Report and would like to edit, please follow these instructions.*

1. Select Record Status Dashboard under Data Collection.

My Projects  
Project Home  
REDCap Messenger  
Project status: Development

**Data Collection**

Record Status Dashboard  
- View data collection status of all records  
Add / Edit Records  
- Create new records or edit/view existing ones  
Show data collection instruments

**Applications**

Field Comment Log  
REDCap Mobile App

**Help & Information**

Help & FAQ  
Video Tutorials

Project Home

**Quick Tasks**

Codebook  
The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing field attributes.

**Project Dashboard**

The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

**Current Users (5)**

User	Expires
awagner (Amanda Wagner)	never
dpatel (Divya Patel)	never

**Project Statistics**




Records in project	Total: 1 / In group: 1
Most recent activity	18/12/2020 11:09am
Space usage for docs	0.00 MB

2. Select the participant ID and then the quarter you wish to make edits to.



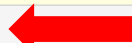



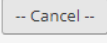
**Newborn Admission Temperature Project: Quarterly Data Reporting Form**

1	<input checked="" type="radio"/>	January-March 2021
2	<input checked="" type="radio"/>	April-June 2021

+ Add new

	<b>Newborn Admission Temperature Project: Quarterly Data Reporting Form</b>
<b>Participant ID</b>	
<u>169-1</u>	  

3. After completing the form, please scroll down. At the bottom of the form, under Form status, select the form status from the drop-down menu. Select Complete if you have input all data for this quarter or Incomplete if you will need to edit the report in the future. Then please select Save & Exit Form to exit the form.

Form Status	
Complete?	  Incomplete ▾ 
	<div><div>Incomplete</div><div>Unverified</div><div>Complete</div></div> <div>   </div>