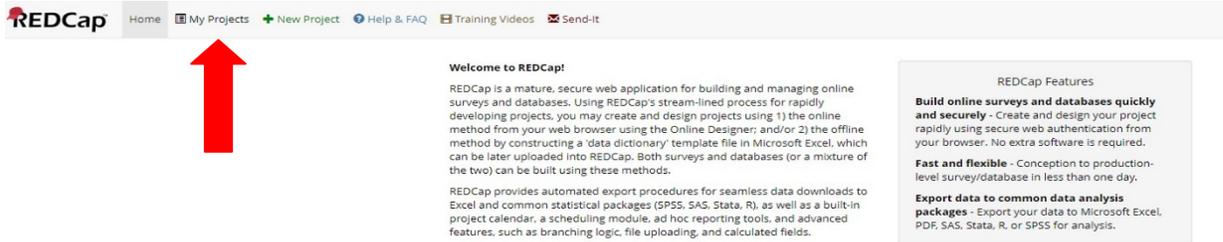


NAT Project Quarterly Data Collection Tool – USER GUIDE

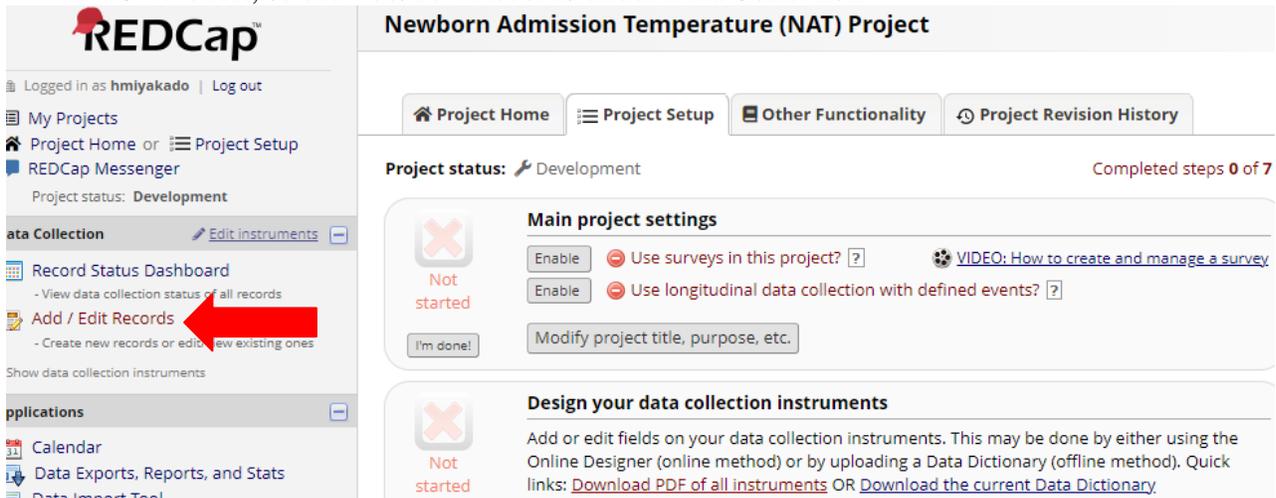
1. After setting up your REDCap account, select My Projects → Newborn Admission Temperature Project: Quarterly Data Reporting Form



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](#).

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.



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

- 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.

- Enter your TCHMB ID.
 - 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. If you can't find this, please reach out to nat@utsystem.edu

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

- 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.

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.

- a. 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.
- b. 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.

- a. 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.

- a. 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.

- a. These boxes by mother's race only appear if the Non-Hispanic box has non-zero value.
- b. 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.
- 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.
 - 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.

Well Newborn Nursery/Mother-Baby Unit

Does your hospital have a well newborn/mother baby unit? Yes No

* must provide value reset

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

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

* must provide value reset

15. Answer the temperature-related policy questions.

Does your mother baby unit have a policy on timing of admission temperature after admission to well newborns? Yes No Not sure

* must provide value reset

Does your mother baby unit have a policy for temperature management in newborn infants after delivery? Yes No Not sure

* must provide value reset

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

Total number of well newborn admissions in this quarter reset

* must provide value

What is the most commonly used source of data for mother's race/ethnicity? Existing data from patient intake or financial records Existing data from birth records Other

* must provide value

Total number of well newborn admissions by mother's ethnicity this quarter

Unknown/Undeclared reset

* must provide value

Hispanic

* must provide value

Non-Hispanic

* must provide value

Number of well newborn admissions by mother's race (among Non-Hispanic mothers) this quarter

Non-Hispanic White

* must provide value

Non-Hispanic Black

* must provide value

Non-Hispanic Other

* must provide value

Non-Hispanic Unknown/Undeclared

* must provide value

Total number of infants cooled for possible hypoxic ischemic encephalopathy at birth with temperature <36°C (96.8°F)

* must provide value

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.** 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°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°F) this quarter * 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°F) by mother's ethnicity this quarter

Unknown/Undeclared * must provide value

Hispanic * must provide value

Non-Hispanic * must provide value

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

Non-Hispanic White * must provide value

Non-Hispanic Black * must provide value

Non-Hispanic Other * must provide value

Non-Hispanic Unknown/Undeclared * must provide value

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°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°F) this quarter * 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°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°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? Yes No

Select the method your hospital takes the admission temperature for NICU infants. Axillary Rectal

Does your NICU have a policy on timing of admission temperature after admission to NICU? Yes No Not sure

Does your NICU have a policy for temperature management for newborn infants in the NICU? Yes No Not sure

Total number of NICU admissions this quarter

What is the most commonly used source of data for mother's race/ethnicity? Existing data from patient intake or financial records Existing data from birth records 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.** If you do collect the temperature data but the count for hypothermia is 0, inputting 0 here is accurate.

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

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.

Birthweight \geq1,500 grams in NICU	
Total number of infants with birthweight \geq1,500 grams in NICU this quarter <small>* must provide value</small>	<input type="text" value="90"/>
Hypothermia among Birthweight \geq1,500 grams in NICU	
Hypothermia Temperature $< 36^{\circ}\text{C}$ (96.8°F) (Temperature recorded for infants upon admission to NICU.)	
Total number of infants with birthweight \geq1,500 grams in NICU with admission temperature $< 36^{\circ}\text{C}$ (96.8°F) this quarter <small>* must provide value</small>	<input type="text" value="45"/>
Total number of infants with birthweight \geq1,500 grams in NICU with admission temperature $< 36^{\circ}\text{C}$ (96.8°F) by mother's ethnicity this quarter	
Unknown/Undeclared <small>* must provide value</small>	<input type="text" value="20"/>
Hispanic <small>* must provide value</small>	<input type="text" value="25"/>
Non-Hispanic <small>* must provide value</small>	<input type="text" value="0"/>
Hyperthermia among Birthweight \geq1,500 grams in NICU	
Hyperthermia Temperature $>37.5^{\circ}\text{C}$ (99.5°F) (Temperature recorded for infants upon admission to NICU)	
Total number of infants with birthweight \geq1,500 grams in NICU with admission temperature $>37.5^{\circ}\text{C}$ (99.5°F) this quarter <small>* must provide value</small>	<input type="text" value="45"/>
Total number of infants with birthweight \geq1,500 grams in NICU with admission temperature $>37.5^{\circ}\text{C}$ (99.5°F) by mother's ethnicity this quarter	
Unknown/Undeclared <small>* must provide value</small>	<input type="text" value="20"/>
Hispanic <small>* must provide value</small>	<input type="text" value="25"/>
Non-Hispanic <small>* must provide value</small>	<input type="text" value="0"/>

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

Barriers/Facilitator to Collection of Project Metrics	
<p>Did you face any barriers to participating in the NAT project in this quarter? [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>What strategies have you identified or plan to try in the next quarter? [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>If you have any additional comments about your data or experience with the project this quarter, please let us know here.</p>	<p>N/A</p> <p style="text-align: right;">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 style="text-align: right;">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 style="text-align: right;">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 style="text-align: right;">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 style="text-align: right;">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 style="text-align: right;">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 style="text-align: right;">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.

The screenshot shows the 'Form Status' section of a form. The 'Complete?' field has a dropdown menu currently set to 'Incomplete'. A red arrow points to this dropdown. Below it, a menu is open showing three options: 'Incomplete', 'Unverified', and 'Complete'. A second red arrow points to the 'Complete' option. To the right of the dropdown are buttons for 'Save & Exit Form', 'Save & Stay', and '-- Cancel --'.

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

This screenshot shows the 'Form Status' section after the status has been changed. The 'Complete?' dropdown is now set to 'Complete'. A red arrow points to the 'Save & Exit Form' button, which is the intended action to exit the form.

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.

The screenshot shows the REDCap interface. On the left-hand side, there is a navigation menu with several categories: 'My Projects', 'Data Collection', 'Applications', and 'Help & Information'. Under the 'Data Collection' category, the 'Record Status Dashboard' option is highlighted with a red arrow. The main content area shows a 'Project Dashboard' with sections for 'Quick Tasks' (Codebook), 'Current Users' (a table with 5 users), and 'Project Statistics' (a table with 4 rows).

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

The screenshot shows a form titled 'Newborn Admission Temperature Project: Quarterly Data Reporting Form'. It contains a table with two rows representing quarters. Each row has a number in a box, a green status indicator, and a date range. A red arrow points to the bottom of the table, indicating where to click to select a quarter for editing.

Quarter	Status	Period
1	●	January-March 2021
2	●	April-June 2021

Below the table is a '+ Add new' button.

Participant ID	Newborn Admission Temperature Project: Quarterly Data Reporting Form
169-1	 

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 ▾
	 Incomplete Unverified Complete
	  