

Step 1:

Create a UtahID at <https://id.utah.gov>. Instructions on how to create one and a short video tutorial can be found here: <https://idhelp.utah.gov/account-creation.html>. A verification email will be sent.

Please note that using the user's professional email address is the preferred method. If they opt to use a personal email account, a justification note is required from Project Owners stating the reasons for doing so.

Multi-Factor Authentication (MFA) will be required for all new UtahID public user accounts. New users will have the option to have the MFA code sent by email or SMS text message. Please note, when a user first registers, the only option available will be email since that is the available method listed on the account until the user adds a mobile phone number to their profile in <https://id.utah.gov>.

Open the verification email and enter the code into the field provided on the UtahID creation webpage.

Finish setting up UtahID after numerical code is entered.

Email Vanonda Kern, Project Owner (studentinjury@utah.gov) letting them know you have created a UtahID. The Project Owner will reply to your email to let you know you can move on. **You will not be able to access REDCap to create an account until you are notified by the Project Owner.**

Step 2:

Fill out the Administrative Form <https://c19.health.utah.gov/surveys/?s=AE8LJYC7KXDWPFFE>. The form will be received by the Project Owner and information from the form will be reviewed and entered in for REDCap approval.

Udhhs Administrative Form

AAA

Please complete the survey below.

Thank you!

Why Report?

The Student Injury Reporting System (SIRS) helps to identify where, when, how and why students get hurt at school. By using this information, education officials can pinpoint risk factors at individual schools and develop safety guidelines and prevention programs which can minimize the physical and financial impact of injury on the individual, family, school, and community.

What is Reportable?

A reportable school injury is defined as one that causes the student to miss ½ day or more of school, or is serious enough to require treatment by a health care professional (i.e. school nurse, MD, EMT, etc.). This includes injuries that happen while going to or from school, during all school-related activities and anywhere on school property during normal school hours.

Utah ID Information

Instructions for how to sign up for a Utah ID

Attachment: EXTERNAL USERS REDCap.pdf (0.06 MB)

Have you created a Utah ID? ☐ Yes ☐ No reset

Utah ID Username

Email used to sign up for Utah ID:

User information:

Name:

Email:

Step 3:

After creating a UtahID and filling out the Administrative Form and it is approved, you will receive an email to create a REDCap account. You will go to <https://c19.health.utah.gov/>, you should get this screen, use the email address or your user name that you used to register.

Utahid

Utahid

Username or Email

Password

☐ Remember my username

SIGN IN

Forgot password?

Create an account

About

Get Help

Contact

Step 4:

Entering a New Injury Report

Once you have created a REDCap account you will log in to “My Projects”. (top left of page)

The screenshot shows the REDCap interface for the Utah Department of Health & Human Services. The top navigation bar includes 'Home', 'My Projects' (highlighted with a blue arrow), '+ New Project', 'Help & FAQ', 'Training Videos', 'Send-it', and 'Messenger'. The user is logged in as 'vkm@utah.gov'. The main content area displays a welcome message, a list of REDCap features, and a warning about data confidentiality.

Utah Department of Health & Human Services
REDCap-C19

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board. If you require assistance or have any questions about REDCap, please contact [Jennifer Herrmann - REDCap Administrator](#).

WARNING! The following information is private and protected by federal and state law. Access to this information is monitored. You may only access this information for authorized purposes.

Data contained within this system is strictly confidential and any access to or use is limited to authorized individuals within its organization who need to access or use the Data in the performance of assigned duties under the Raid Test Result Reporting Use Agreement. It is a violation of state law (Utah Code Ann. § 26-6-29) for anyone to release or make public the confidential information shared pursuant to this agreement, or by breaching the confidentiality requirements of the Data.

REDCap Features

- Build online surveys and databases quickly and securely in your browser - Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.
- Fast and flexible - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.
- Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.
- e-Consent - Perform informed consent electronically for participants via survey.
- Diverse and flexible survey distribution options - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.
- REDCap Mobile App - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.
- MyCap Mobile App - Collect data remotely from participants using this participant-facing mobile application for iOS and Android. Capture survey responses, as well as mobile-sensing or active tasks that are performed by participants using mobile device sensors, and data are automatically sent back to the REDCap server as soon as it is completed and internet connection is available.
- Data quality - Use field validation, branching/skip logic, and Missing Data Codes to improve and protect data quality during data entry. Open data queries to automatically identify and resolve discrepancies and other issues real-time.

You will have your assigned school Districts.

The screenshot shows the REDCap 'My Projects' page for the Utah Department of Health & Human Services. The 'My Projects' tab is selected. The page lists the REDCap projects to which the user currently has access. A blue arrow points to the 'Tooie Student Injury Reporting System' project.

Utah Department of Health & Human Services
REDCap-C19

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	Instruments	Type	Status
Tooie Student Injury Reporting System	1	52	1 form		

REDCap 13.4.10 - © 2023 Vanderbilt University

Student Injury Report in REDCap

08/22/2023

You click on the school district, you should see the following screen. To add new report click on “Add/Edit Records”

Utah Department of Health & Human Services
Office of Informatics & Data Systems

Tooele Student Injury Reporting System PID 187

Project Home

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 (6)	
User	Expires
chloeroghaan@utah.gov (Chloe Roghaan)	never
jhermann@utah.gov (Jennifer Herrmann)	never
mbalough@utah.gov (Meghan Balough)	never
vanondakern@gmail.com (VANONDA KERN)	never
vchidambaram@utah.gov (Valli Chidambaram)	never
vkern@utah.gov (Vanonda Kern)	never

Project Statistics	
Records in project	Total: 1 / In group: 0
Most recent activity	07-17-2023 21:04
Space usage for docs	0.00 MB

Click on “Add new record”

Utah Department of Health & Human Services
Office of Informatics & Data Systems

Tooele Student Injury Reporting System PID 187

Search Dashboard

Select Search Field: Student ID#

Search Text: [Empty]

Note: Search results will be limited to the Settlement Canyon Data Access Group.

Show 50 entries

Student ID#	Student Last Name	Student's First Name	Student Date of Birth	Date that the injury occurred?	Data Access Group	Record Home
No data available in table						

Showing 0 to 0 of 0 entries

Total Processing Time: 0.0285 seconds

This will bring you to the report. Please make sure to fill out everything needed for the report. The first couple of fields are required to submit the report.

Student Injury Report in REDCap

08/22/2023

Actions: [Download PDF of instrument\(s\)](#) [Video: Basic data entry](#)

Student Injury Form

Adding new Record ID 4998-1.

Record ID 4998-1

Administrative Information

Your Name * must provide value

Best phone number to reach you * must provide value

Best email to reach you * must provide value

School Title
Please select what title best fits your job title at your school/ organization

☐ Advisor/Counselor
☐ Assistant Principal
☐ Bus Driver
☐ Coach
☐ Paramedics/EMT
☐ Playground Supervisor
☐ Principal
☐ School Nurse
☐ Secretary/Office Aid
☐ Substitute Teacher
☐ Teacher (excluding Coach)
☐ Teacher's / Playground Aid
☐ Other
☐ Trainer
☐ Health Clerk

reset

School administrator signature
(Only if required by your school district)

[Add signature](#)

The next section is the student information.

STUDENT INFORMATION

Student ID#

Student's First Name:

Student Last Name

Parent First Name

Parent Last Name

Student Date of Birth MM-DD-YY

Student Gender ☐ male ☐ female ☐ other

reset

If "other" please list below

School

School Type

Grade

Date that the injury occurred? MM-DD-YY

Time the injury occurred? HH:MM

Fatal? ☐ no ☐ yes

reset

You will notice the time is a slider in military time. To enter the time just click on the clock icon.

The screenshot shows a portion of the REDCap form. The first field is 'Time the injury occurred?' with a clock icon. A blue arrow points to the clock icon. Below it is the 'Fatal?' field. The 'Description' field is highlighted in yellow. A 'Choose Time' modal is open, showing 'Time 15:13' and sliders for 'Hour' and 'Minute'. The modal has 'Now' and 'Done' buttons.

Fill out the Description of the injury.

The screenshot shows the 'Description' field, which is highlighted in yellow. Below the header is a large text area for the description. The label 'Description:' is visible. There is a small speech bubble icon next to the text area. An 'Expand' button is located at the bottom right of the text area.

Primary injury, please click on the affected area of body and nature of injury. There is also a section for secondary injury as well. Not all injury will have secondary injury.

INJURY AREA AND SEVERITY	
PRIMARY INJURY	
PRIMARY AREA AFFECTED	<ul style="list-style-type: none"><input type="radio"/> Chin/Cheek<input type="radio"/> Ear<input type="radio"/> Eye<input type="radio"/> Forehead<input type="radio"/> Mouth/Tongue/Lip<input type="radio"/> Neck/Throat<input type="radio"/> Nose<input type="radio"/> Head<input type="radio"/> Tooth/Teeth<input type="radio"/> Stomach<input type="radio"/> Back<input type="radio"/> Buttocks<input type="radio"/> Chest/Ribs<input type="radio"/> Collarbone<input type="radio"/> Genitalia<input type="radio"/> Internal<input type="radio"/> Pelvis/Hip<input type="radio"/> Shoulder<input type="radio"/> Ankle<input type="radio"/> Arm<input type="radio"/> Elbow<input type="radio"/> Finger/Thumb<input type="radio"/> Foot<input type="radio"/> Hand/Wrist<input type="radio"/> Knee<input type="radio"/> Leg<input type="radio"/> Toe
Primary Nature of Injury	<ul style="list-style-type: none"><input type="radio"/> Abrasion/Scrape<input type="radio"/> Bump/Bruise/Contusion<input type="radio"/> Burn/Scald<input type="radio"/> Concussion (possible)<input type="radio"/> Cut/Laceration<input type="radio"/> Dislocation (possible)<input type="radio"/> Fracture/Broken (possible)<input type="radio"/> Loss of Consciousness<input type="radio"/> No Pulse/Heartbeat<input type="radio"/> Not Breathing<input type="radio"/> Pain/Tenderness Only<input type="radio"/> Puncture<input type="radio"/> Shortness of Breath<input type="radio"/> Sprain/Strain/Tear<input type="radio"/> Swelling/Inflammation<input type="radio"/> Other (Use if no other option)

The next section is for Factor/Period/Surface/Activity.

Factors/ Period/ Surface/ Location/Activity	
<p>Factor</p> <p>LIST FACTOR WHICH MAY HAVE LED TO THE INJURY</p>	<p> <input type="checkbox"/> Animal bite (dog bite etc) <input type="checkbox"/> Collision with object or person <input type="checkbox"/> Compression/Pinch <input type="checkbox"/> Contact with equipment (shop, P.E., Sharp object) <input type="checkbox"/> Contact with fire, hot liquid or hot object <input type="checkbox"/> Alcohol or other substance <input type="checkbox"/> Fall <input type="checkbox"/> Foreign body/Object <input type="checkbox"/> Hit with thrown object <input type="checkbox"/> Overexertion/Twisted <input type="checkbox"/> Seizure disorder <input type="checkbox"/> Tripped/Slipped <input type="checkbox"/> Unknown <input type="checkbox"/> Weapon (gun, knife, etc) <input type="checkbox"/> Other (Use if no other option) </p>
<p>Period</p> <p>LIST PERIOD DURING WHICH INJURY OCCURRED</p>	<p> <input type="checkbox"/> After school <input type="checkbox"/> Assembly <input type="checkbox"/> Athletic Event (team competition) <input type="checkbox"/> Athletic practice session <input type="checkbox"/> Before school <input type="checkbox"/> Class change <input type="checkbox"/> Class time (exclude PE) <input type="checkbox"/> Field trip <input type="checkbox"/> Intramural competition <input type="checkbox"/> Lunch <input type="checkbox"/> Lunch recess <input type="checkbox"/> Recess <input type="checkbox"/> P.E. class <input type="checkbox"/> Other (Use if no other option) </p>
<p>Surface</p> <p>LIST FLOORING OR GROUND SURFACE ON WHICH INJURY OCCURRED</p>	<p> <input type="checkbox"/> Blacktop <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel <input type="checkbox"/> Ice / Snow <input type="checkbox"/> Lawn / Grass <input type="checkbox"/> Mats <input type="checkbox"/> Sand <input type="checkbox"/> Synthetic surface (Spongy surface) <input type="checkbox"/> Tile / Linoleum <input type="checkbox"/> Wood(waxed) <input type="checkbox"/> Shredded Rubber / Wood Chips <input type="checkbox"/> Other (Use if no other option) </p>
<p>Activity</p> <p>LIST ACTIVITY DURING WHICH INJURY OCCURRED</p>	<p> <input type="checkbox"/> Baseball/Softball <input type="checkbox"/> Basketball <input type="checkbox"/> Bicycling <input type="checkbox"/> Classroom activity <input type="checkbox"/> Climbing <input type="checkbox"/> Dodge ball/War ball <input type="checkbox"/> Fighting <input type="checkbox"/> Flag/Touch Football <input type="checkbox"/> Football <input type="checkbox"/> Gymnastics/Tumbling <input type="checkbox"/> Jumping <input type="checkbox"/> Kickball <input type="checkbox"/> Playing on bars (monkey bars/big toy, etc.) <input type="checkbox"/> Riding <input type="checkbox"/> Running <input type="checkbox"/> Roughhousing <input type="checkbox"/> Setting up/Moving equipment <input type="checkbox"/> Sliding <input type="checkbox"/> Sliding on ice <input type="checkbox"/> Sitting <input type="checkbox"/> Soccer <input type="checkbox"/> Standing <input type="checkbox"/> Swinging <input type="checkbox"/> Throwing rocks or snowballs <input type="checkbox"/> Track and field <input type="checkbox"/> Volleyball <input type="checkbox"/> Walking <input type="checkbox"/> Wrestling <input type="checkbox"/> Other (Use if no other option) <input type="checkbox"/> Weight Lifting <input type="checkbox"/> Dance/Cheerleading <input type="checkbox"/> Frisbee <input type="checkbox"/> 4-Square </p>

The last two section is for Actions Taken and Equipment used.

ACTIONS TAKEN	
Days Absent	<div><input type="radio"/> No absence or Less than ½ day</div> <div><input type="radio"/> ½ day</div> <div><input type="radio"/> 1 day</div> <div><input type="radio"/> 1½ - 2 days</div> <div><input type="radio"/> 2½ - 3 days</div> <div><input type="radio"/> If more than 3 days, then specify #</div> <div>reset</div>
Medical Attention	<div><input type="radio"/> Parents deemed no medical action necessary</div> <div><input type="radio"/> Seen by M.D/ E.R./ health care provider/ hospital/ etc.</div> <div>reset</div>
Other Actions Taken PLEASE CHECK AND COMPLETE ALL THAT APPLY	<div><input type="checkbox"/> First Aid Administered</div> <div><input type="checkbox"/> Parent or guardian notified</div> <div><input type="checkbox"/> Unable to contact parent/guardian</div> <div><input type="checkbox"/> Remained in or returned to class</div> <div><input type="checkbox"/> Sent/taken home</div> <div><input type="checkbox"/> Parents deemed no medical action necessary</div> <div><input type="checkbox"/> Checked by school Nurse</div> <div><input type="checkbox"/> Checked by EMT on staff</div> <div><input type="checkbox"/> Called 911</div> <div><input type="checkbox"/> Seen by M.D./E.R./health care provider/hospital/etc.</div> <div><input type="checkbox"/> Admitted to Hospital</div> <div><input type="checkbox"/> Restricted school activity</div> <div><input type="checkbox"/> Other</div> <div><input type="checkbox"/> Student transported by Ambulance</div>
Equipment	
Was equipment or apparatus involved in injury?	<div><input type="radio"/> yes</div> <div><input type="radio"/> no</div> <div>reset</div>

If student was seen by medical provider, click on “seen by MD/ER/health care provider/hospital etc.” and a text box will appear to put the diagnosis.

Medical Attention	<div><input type="radio"/> Parents deemed no medical action necessary</div> <div><input checked="" type="radio"/> Seen by M.D/ E.R./ health care provider/ hospital/ etc.</div> <div>reset</div>
If Seen by MD, ER, or health care provider please state diagnosis:	<div><input type="text"/></div>

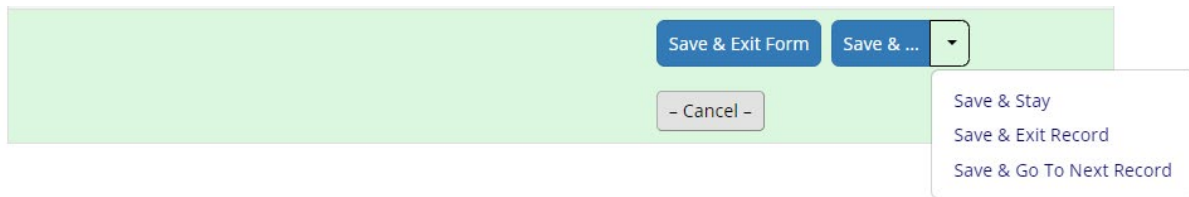
Once the report is complete click “Save & Exit Form”

<div>Save & Exit Form</div> <div>Save & ...</div>
<div>- Cancel -</div>

Student Injury Report in REDCap

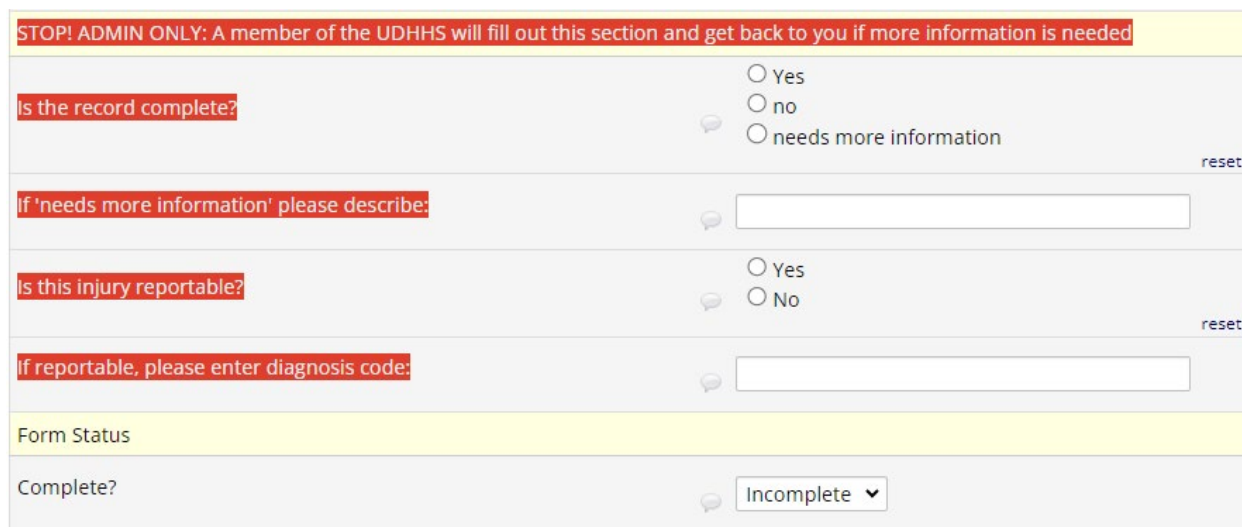
08/22/2023

If you need to save and come back to the report later you can click the down arrow to get more options to save and return later.



The screenshot shows a light green rectangular area representing a form section. At the bottom right of this area are three buttons: a blue button labeled "Save & Exit Form", a blue button labeled "Save & ..." with a downward-pointing arrow, and a grey button labeled "- Cancel -". A white dropdown menu is open from the "Save & ..." button, showing three options: "Save & Stay", "Save & Exit Record", and "Save & Go To Next Record".

The section in **RED** is for DHHS Personnel. Please make sure to leave the report INCOMPLETE, this will be completed by the DHHS Personnel.



The screenshot shows a section of the form with a yellow header bar containing the text "STOP! ADMIN ONLY: A member of the UDHHS will fill out this section and get back to you if more information is needed". Below this are several form fields:

- A question "Is the record complete?" with three radio button options: "Yes", "no", and "needs more information". A "reset" link is at the bottom right of this section.
- A text input field labeled "If 'needs more information' please describe:" with a speech bubble icon to its left.
- A question "Is this injury reportable?" with two radio button options: "Yes" and "No". A "reset" link is at the bottom right of this section.
- A text input field labeled "If reportable, please enter diagnosis code:" with a speech bubble icon to its left.
- A yellow bar labeled "Form Status".
- A "Complete?" label next to a dropdown menu currently showing "Incomplete".


Step 5:

Editing an Injury Report

If a report is reviewed and returned for additional information. You will need to log into REDCap as you did to do the report and you will click on the colored DOT. Please make the needed changes and save and exit the report.

[+ Add new record](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Record ID	Student Injury Form
5392-1 (Student ID [REDACTED])	

If at any time you have questions or concerns regarding entering or editing a report, please feel free to reach to me @ 385-267-6528 or studentinjury@utah.gov.