



REDCap (Research Electronic Data Capture)

Frequently Asked Questions

Q: What is REDCap?

REDCap is a web-based software and workflow methodology tool for designing clinical, translational and quality improvement databases. It is widely used in the academic research community. REDCap has been extended to replace the workflow of many form/paper driven administrative tasks.

REDCap was initially developed in 2004 by Vanderbilt University in the United States. The REDCap Consortium, also founded by Vanderbilt, has been created as a collaborative, international network of more than 2400 institutional partners in over 115 countries which freely contribute the ongoing development of the software. REDCap now has over 590,000 total end-users using the the software for more than 450,000 ongoing research studies worldwide. REDCap is an open sourced application and is free to use by non-for-profit, or governmental institutions.

Q: Where is REDCap used in Western Australia?

REDCap is currently being used by UWA, Curtin University, Telethon Kids Institute and WAHTN. It is also currently being used as independent internal instances within SMHS and NMHS.

Q: Why are we using REDCap for WA Health?

The state-wide instance of REDCap, deployed by Data and Information Systems for use by all of WA Health, will directly enhance outcomes for patients and the whole system and will improve:

- The quality and compliance of data collections
- Processes and procedures in Safety and Quality initiatives
- The quality and compliance of Research projects.
- Streamlining and digitisation of paper-based processes
- Increase collaboration and sharing of data
- The automated capture of Patient Reported Outcomes (PROMS)

Q: What are the key benefits for WA Health

- Simple, powerful interface for end-user project design
- Free and established online training resources.
- Secure and web-based – Integrated into WA Health Active Directory with 2FA
- Planned Integration into other WA Health Systems (WebPas, TMS, BOSSnet etc..)
- Automated export procedure and integration into visualisation tools (PowerBI)
- Full data access Audit trails
- Ad hoc reporting tools
- Compliance with Information Management Policy Framework



Q: How is REDCap accessed?

REDCap will be available that will be available to all WA Health users as web-based application. The website to access is <https://datalibrary-rc.health.wa.gov.au>.

Q: How do I get a REDCap login?

Access to REDCap will be granted through a simple registration process. To be eligible for access you must have a current active health employee (HE) number and access to a WA Health email address linked to that number. All logins into REDCap will require two factor authentication (2FA) with an additional access code required to be enter at login time. The initial access code will be sent to the users email address. Users can setup Google Authenticator as an option if they don't have access to their email.

Q: Do I need to use a computer to login to REDCap?

No, any device with internet access can be used to login to the database. It is not specifically designed for small screens though and works best on tablet or larger.

Q: What are my obligations as a user of REDCap?

You agree to comply with the [MP0067/17 - Information Security Policy](#) and the [MP0011/16 - Data Stewardship and Custodianship Policy](#) . As REDCap can be accessed from outside the health firewall, you agree to ensure that adequate steps are taken to protect data from loss, theft or damage.

Q: Will my study/department/team need to pay a fee to use REDCap?

REDCap is free for use by all WA Health employees and all Health Service Providers (HSPs).

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Q: Is there a way to log-on to REDCap without an internet connection?

No, you cannot log on to REDCap without internet connection.

Q: Is there any training?

The software is designed to be intuitive and REDCap itself contains "How to" instructions and videos.

DIS will be running REDCap class-based user training sessions. Programme TBA. [Videos](#)

Q: Is there any DIS REDCap User Guides?

REDCap itself contains "How to" instructions however DIS will soon make available a User Guide available through the REDCap sharepoint page and also via REDCap.

REDCap has a very large world-wide usage base and a lot of information is also available online. If you have a query, type it into an internet search engine and you will find many institutions have prepared user guides provide step-by-step instruction for the most commonly used features of REDCap.



Q: How do I create a project in REDCap?

You can request to create your project through the REDCap project screens. You will be asked via an online survey, additional information about your project including its purpose, use and requirements for data access. If your project is collecting unique data that is outside current data collections, you may data may form a new data collection and you may be required to supply data steward/data custodian information for your database. If your project is a research or quality improvement project, you will be required to submit your HREC or GEKO number as part of your project creation application.

Q: Can I create multiple projects using one REDCap account?

Yes, you can create as many projects as you want.

Q: Can see or access other users/teams projects?

No, you cannot see other people's projects by default. However, if you are given permission by a project owner you will be able to see this project dependent upon the permissions provided. Your project will include pre-defined data access user rights to assist you adding users securely segmenting access to your project.

Q: Is my data secure in REDCap?

REDCap data is encrypted in transit and in storage. Access to REDCap is done via secure SSL transfer to your web browser. Additional security steps ensure that access to the REDCap site is verified (green browser URL) and logins are further secured by two factor authentication. REDCap is security tested by HSS yearly.

Q: Can I use REDCap for multisite studies?

Yes, the system allows for multi-person/site access. The study owner can give permission to others from multiple sites and across Health Service Providers.

Permissions are managed on a per person basis, so the access can be tailored to the individual's role/requirements, for instance only being able to view data at a specific institution.

Q: Can I use obtain a login for a non-WA Health person?

Due to information and data security requirements, this is currently not available.

Q: Can I analyse the data collected/entered into REDCap in the database for advanced analysis at various points during the study?

REDCap can perform basic analysis. However, it is easy and more useful to export survey results to common data analysis packages. Export your data to Microsoft Excel, R, SAS, STATA, or SPSS etc. for analysis.

Q: Can I still maintain a paper trail for my study, even if I use REDCap?

All surveys and forms can be downloaded as a universal PDF file to be printed and filed.