

Welcome to the UCSF Epilepsy REDCap database documentation! We hope that you will be able to find help in these pages. This guide is organized in the following different sections:

1. Navigating the database, to learn how to use the interface of the database and how it is organized.
2. General information, section of the database used by everyone.
3. Epilepsy, section of the database for information about epilepsy.
4. RNS, section of the database for information about RNS.
5. Neurodiagnostics, section of the database for information useful to the neurodiagnostics department.
6. Help describes how to get help beyond this guide.

Everyone should start by getting familiar with the general information section. One should then consult the section associated with the data they need to enter/consult into the database. If that is not sufficient, one should consult the help section to learn how to get further guidance.

Navigating the database

When you login to redcap.ucsf.edu, you will see a list of projects you are a part of. - If you do not see that, you can click on the **My Projects** tab on the top left to get back to the list of projects, as shown here.



Choose the project UCSF Epilepsy – this contains the database.

Two-factor authentication (Duo or email) is required to log in to REDCap if you are connecting from off-site. Click here for more information...

Now running REDCap LTS Version 13.7.6 as of 7/21/2023
New features available this version include updated Help and FAQ pages, improved Multi-Language Management, better support for inline images/PDF display, inline comments allowed for calculations and logic, and support for field and smart variable piping in external video URLs

Comprehensive list of new Features available in LTS Version 13.7 will be posted here Monday.
More Questions? Visit the [UCSF REDCap website](#) and find out how to sign up.

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
UCSF RNS System Patients	113	131	12 surveys		✓
(STAGE) UCSF RNS System Patients	0	130	12 surveys		✗
test_database	2	105	9 forms		✓
(DEV) UCSF Epilepsy Combined Patient System	2	441	5 forms 12 surveys		✗
PARN 2023	985	172	1 survey		✓
UCSF Epilepsy	3,420	312	9 forms 9 surveys		✓
Raphaël Work in progress	3	61	4 forms		✗
EEG neurodiag old	0	166	1 survey		✗
(DEV) Parnassus Neurology	2	363	9 forms 10 surveys		✗

REDCap 13.7.6 - © 2023 Vanderbilt University

<https://redcap.ucsf.edu>

If you want to add, search, or consult patient data, you can click on the **Add/Edit Records** tab on the left side, as shown below.

Logged in as rchristin | Log out

My Projects

REDCap Messenger

Contact REDCap administrator

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: **Production**

Data Collection

Survey Distribution Tools

Record Status Dashboard

Add / Edit Records

Applications

Project Dashboards

Alerts & Notifications

Multi-Language Management

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging and Email Logging

Field Comment Log

File Repository

User Rights and DAGs

Customize & Manage Locking/E-signatures

Data Quality

API and API Playground

REDCap Mobile App

Project Dashboards

Add / Edit

UCSF University of California, San Francisco | About UCSF | Search UCSF | UCSF Medical Center

University of California San Francisco

The ITS Academic Research Systems

UCSF Epilepsy PID 42997

Project Home Project Setup Other Functionality Project Revision History

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 (47)

User	Expires
aa-rfrazier (Remi Frazier)	never
alie (eimaan ali)	never
batulayand (Dustin Batulayan)	never
bbasile (Brandon Basile)	never
bensoib (Belinda Benson)	never
betinism (Mary Betinis)	never
canlasm (May Canlas)	never
choleuns (Eun Soo Choi)	never
copelandb (Brianna Copeland)	never
curtinj (Julia Curtin)	never

Project Statistics

Records in project	3,420
Most recent activity	08/28/2023 4:49pm
Space usage for docs	173.35 MB

Upcoming Calendar Events (next 7 days)

Time	Date	Description
		No upcoming events

TO ADD A PATIENT: You will see a green **Add new record** button, which you can use to add new patients.

TO SEARCH: You will also see a search box where you can search for an individual patients or multiple based on criteria.

The full page is shown below.

UCSF Epilepsy PID 42997

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.

Total records: **3,420**

Choose an existing Record ID

-- select record --

+ Add new record

Data Search

Choose a field to search
(excludes multiple choice fields)

All fields

Search query

Begin typing to search the project data, then click an item in the list to navigate to that record.























To find an individual patient search for their name, like so:

Data Search	
Choose a field to search (excludes multiple choice fields)	All fields
Search query Begin typing to search the project data, then click an item in the list to navigate to that record.	smith "Smith" in Record ID "Smith" in Record ID

You should now be on the chosen patient's main page. It should look something like the following, perhaps with less content depending on your role or on the particular patient.

Record ID **TEST001** (,,)

TEST

Data Collection Instrument	Patient Information	epilepsy	RNS Information	RNS Clinic Visit	RNS Completion	NDX
General Information						
Clinical Information						
Research Studies and Complications						
Epilepsy						
Evaluation		 				
Procedure		 				
RNS: information (survey)						
RNS: Neurostimulator Implant (survey)						
RNS: Epilepsy Procedures (survey)						
RNS: Pre Surgery Evaluation (survey)						
RNS: Implant Characteristics (survey)						
RNS: Seizure Outcomes (survey)						
RNS: Pros And Qolie10p (survey)						
RNS: Pdms Data (survey)						
RNS: Completion Data (survey)						
Encounter Table						
Neurodiagnostics Encounter						
Neurodiagnostics Billing						
Delete all data on event:						


Click the circle to access the page

Click the + to add an evaluation


Do not click the + to add a procedure

Visit the corresponding evaluation


Repeating Instruments

Evaluation




epilepsy
(1)

1	
---	---

+ Add new

Procedure


epilepsy
(2)

1	
2	

+ Add new

If one wants to go back to the main page of the record, one can click on the Record ID XX (where XX is the ID of the patient) tab on the left side to access the main page of the patient, as shown below.

Logged in as **rchristin** | [Log out](#)

My Projects

REDCap Messenger

Contact REDCap administrator

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: **Production**

Data Collection

Survey Distribution Tools

Record Status Dashboard

Add / Edit Records

Record ID TEST001 (,,) [Select other record](#)

Applications

Project Dashboards

Alerts & Notifications

Multi-Language Management

Calendar

Data Exports, Reports, and Stats

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University of California San Francisco

The ITS Academic Research Systems

UCSF Epilepsy **PID 42997**

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

[Choose action for record](#)

Record ID **TEST001** (,,)

TEST

Data Collection Instrument	Patient Information	epilepsy	RNS Information	RNS Clinic Visit	RNS Completion	NDX
General Information						
Clinical Information						
Research Studies and Complications						
Epilepsy						
Evaluation		+				
Procedure		+				
RNS: information (survey)						
RNS: Neurostimulator Implant (survey)						
RNS: Epilepsy Procedures (survey)						
RNS: Pre Surgery Evaluation (survey)						


Legend for status icons:

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

One can then choose the section that they wish to consult or edit and click on the corresponding circle. You can then see the data, and modify it if you so wish. Don't forget to click the save button after modifying anything.

General Information

This is likely the first section every user of the database will encounter. It contains the basic information about the patient, their name, mrn, etc. It is the first section that comes about when creating a new patient. One thing to note, it is impossible to create a new record with the same mrn as a record that is already present in the database. If you see an error about this, you can go back to the **Add/Edit Records** tab to search the patient and modify the information if needed. After you are done modifying the data, you can click on the **Save and Continue** button.


 Editing existing Record ID **TEST001**. (,)


Event: Patient Information

Record ID TEST001
To rename the record, see the record action drop-down at top of the [Record Home Page](#).


Patient Information

Last name
* must provide value







First name
* must provide value




Date of birth
* must provide value






Today
M-D-Y

Age



[View equation](#)


MRN
* must provide value



8 characters remaining

Form Status

Complete?



Incomplete

Save & Exit Form
Save & Go To Next Form

-Cancel-

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).
 Also, to delete all the data from THIS EVENT only, see the bottom row of the status table on the [Record Home Page](#).

The next form will differ depending on your role. If you are a member of the neurodiagnostics unit, please check out the neurodiagnostics section. Otherwise, you can check out the Epilepsy section.

Epilepsy

The following sections are relevant for members of the epilepsy division that are not part of the neurodiagnostics unit and who are not wishing to enter data pertaining to the RNS procedures. They are listed in the same order as they are in the database:


- **Clinical information**, which contains more information about the patient that is relevant clinically but that does not specifically pertain to epilepsy.
- **Research Studies and Complications**, which contains information about the research studies the patient is a part of as well as the complications from which they suffer.
- **Epilepsy**, which contains information pertaining to the epilepsy condition of the patient, if appropriate.
- **Evaluation**, which contains information about the different pre-surgery evaluations that the patient has undergone.
- **Procedure**, which contains information about the different procedures that compose said surgery evaluations.



The last two sections are sections that can happen multiple times for the same patient. We will go into more detail in the


following subsections.


Evaluation

This section contains a table listing all the procedures associated with the pre-surgery evaluation, as well as some other fields describing the evaluation. You can create a new evaluation by clicking the circle in the main page of the record (click on the **Record ID XXX** tab on the left side panel to get back to that) if it is the first one to be created, or by clicking the **+** button next to the circle if not. You can choose which **Evaluation** to consult from the drop down at the top left of the **Evaluation** page, or at the bottom of the main page of the record. One thing to keep in mind: there is a big **Add new** button under the table of procedures. This should be the only means by which you add **Procedure** forms to the evaluation, since it is the only way to link the **Procedure** to the specific **Evaluation** it is meant for.

 **Evaluation**


Current instance:  1 



Data Access Group: **TEST** 

 Editing existing Record ID **TEST001**. (Instance #1) (,)


Event: **epilepsy**



Record ID TEST001


Show  10 entries Search:

#	Type of procedure	Date evaluation scheduled	To Do	Done	Form Status
1	Video EEG (EMU) (1)				
2	MRI (2)	2023-06-28	Yes (1)		


Showing 1 to 2 of 2 entries Previous **1** Next

 Add new



Pre-surgery Evaluation start date   Today M-D-Y

Pre-surgery Evaluation Notes 


asdasdasdas



Form Status

Complete?   Complete

Save & Exit Form

Save & Go To Next Form 

- Cancel -

Procedure

This section details the different procedures that make up a pre surgery evaluation. You can select the type of procedure from the **Type of procedure** dropdown, and fields related to that type of procedure will appear. Please note, you should only create procedure forms using the **Add new** button of the table of procedures within the **Evaluation** you want to link the **Procedure** to, as described in the previous section. Otherwise, you can fill out this section as you normally would.

UCSF Epilepsy

Procedure

 Editing existing Record ID **TEST001**. (Instance #1) (,)

Event: **epilepsy**

Record ID

TEST001

Type of procedure



Video EEG (EMU) ▾

Date evaluation scheduled



Today

M-D-Y

To Do



☐ Yes

☐ No

reset

Done



☐ Yes

☐ No

reset

EMU

RNS

The RNS-focused part of the database contains many sections that have been adapted from the database created by Vikram. No big change was made save for the relocation of some of the fields to the General Information or Epilepsy sections. You can fill them out in the same manner you would other sections.

Neurodiagnostics

The Neurodiagnostics part of the database is comprised of three sections:

- **Encounter Table**, which is just a table listing all the different encounters a patient has had.
- **Neurodiagnostics Encounter**, which contains details about a specific encounter.
- **Neurodiagnostics Billing**, which contains details about the billing for each day of an encounter. Most users will not have to interact with the billing section and will not even see it.

The last two sections are sections that can happen multiple times for a particular patient, and we will go into more detail about that in the following subsections.

Neurodiagnostics Encounter

This section is meant to contain information about a patient's **Encounter** at the hospital. It is used by the neurodiagnostics unit, and can be consulted by other people as well. One patient can have many encounters, so this page can be created multiple time. One can create a new **Encounter** by clicking the circle in the main page of the record (click on the **Record ID XXX** tab on the left side panel to get back to that) if it is the first one to be created, or by clicking the + button next to the circle if not. One can choose which **Encounter** to consult from the drop down at the top left of the **Encounter** page, or at the bottom of the main page of the record.

Editing existing Record ID **TEST001**. (Instance #1) (,,)

Event: **NDX**

Record IDTEST001

Before entering PHI, please search for the patient first to ensure this is not a returning patient!

Type of Study:
* must provide value

☐ Routine
☒ Ambulatory
☐ Inpatient
☐ EMU-scalp
☐ Intracranial
☐ ECoG
☐ Evoked Potential
☐ Wada

reset

Date of study

08-28-2023 Today M-D-Y

One thing to keep in mind for those who enter billing: there is a big **Add new** button under the table of billing days within each **Encounter**. This should be the only means by which you add **Billing** forms to the evaluation, since it is the only way to link the **Billing** to the specific **Encounter** it is meant for.

Billing

Show 10 entries

Search:

#	Billing Type	Billing Day	Form Status
No data available in table			

Showing 0 to 0 of 0 entries

PreviousNext

+ Add new

Last Day Billed

M-D-Y


Billing Complete?

☐ Yes
 ☐ No












reset

Neurodiagnostics Billing

This form will only be used by select people within the neurodiagnostics unit. It allows them to keep track of which days have been billed for which encounter. Please note, you should only create billing forms using the **Add new** button of the table of procedures within the **Encounter** you want to link the **Billing** to, as described in the previous section. Otherwise, you can fill out this section as you normally would.

 Editing existing Record ID **TEST001**. (Instance #1) (,)

Event: NDX

Record ID	TEST001		
Billing Type	  <input type="text" value=""/>		
Billing Day	  <input type="text" value=""/>  <input type="button" value="Today"/> M-D-Y		
Set Up Charge	<input type="checkbox"/> 95700  		
Digital Analysis Charge	<input type="checkbox"/> 95957  		
Form Status			
Complete?	  <input type="text" value="Incomplete"/>		
<input type="button" value="Save & Exit Form"/> <input type="button" value="Save & Stay"/> <input type="button" value="- Cancel -"/>			
<input type="button" value="Delete data for THIS FORM only"/> <p>NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the Record Home Page. Also, to delete all the data from THIS EVENT only, see the bottom row of the status table on the Record Home Page.</p>			

Help

If you are interested in creating RedCAP reports, you might find this document useful.

If you are looking for more information about RedCAP itself and how to use the web interface, you might find this document useful. There are also many instructional materials on the REDCap website itself, under the **Help & FAQ** and **Video Tutorials** tabs.

If you need more help, for example if you uncover a bug or if you need some fields to be added to the database, you can contact Raphaël Christin.