**BRIDGE Study**

**Using the ‘VABS\_package’**

BackgrounD

This protocol provides instructions/documentation for **using the ‘VABS\_package’ to prepare VABS data to be imported into Internal REDCap**

Needed resources and/or files:

1. VABS\_package (folder on the server / contains script to run)
2. Internal REDCap access to project: FXS-ASD-Language Development
3. Access to Q-global (<https://qglobal.pearsonassessments.com/qg/login.seam> )
4. Internal REDCap export: ‘ID\_Cohort\_VistDate’ (<https://redcap-qi.tch.harvard.edu/redcap_edc/redcap_v13.1.33/DataExport/index.php?pid=3680&report_id=40110> )
5. BRIDGE\_FRAXA\_Data\_Tracker (Gdrive - <https://docs.google.com/spreadsheets/d/1LmAM4Jhw62Bico1dySuKKAl2-QcjerZhdpcI64Vg_fQ/edit?gid=1669412804#gid=1669412804> )

## **Important File Paths [on the server]**

**Automated\_Assessments (folder on server)**

\\RC-FS.tch.harvard.edu\dmc-nelson\Groups\LCN-Nelson-Clinical\Groups\P00025493 = Fragile X\BRIDGE Study\Data\Automated\_Assessments

**NOTE:** the path to the ‘Automated\_Assessments’ folder is particularly relevant (you’ll need YOUR path to this folder when running the code)

**VABS\_package (folder on server)**

\\RC-FS.tch.harvard.edu\dmc-nelson\Groups\LCN-Nelson-Clinical\Groups\P00025493 = Fragile X\BRIDGE Study\Data\Automated\_Assessments\Assessment\_Packages\VABS\_package

1. Some broad context about the VABS package

1. The VABS package was created to optimize the process of VABS data entry into internal REDCap. Instead of having to do this manually for each subject individually, the VABS\_package prepares VABS data from multiple participants to be imported into REDCap using the Data Import Tool.
2. There are two scripts on the VABS\_package folder:
   1. The ‘run’ code: ‘BRIDGE\_Run\_VABS.py’
   2. The ‘background’ code: ‘BRIDGE\_VABS.py’

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1. Typically, only the ‘run’ code will need to be opened/editted. **Do NOT edit the ‘background’ code before consulting Michael Khela, Gabriela Davila, or Carol Wilkinson**
2. The package needs two files as input:
   1. A CSV export from Q-global
   2. The ‘ID\_Cohort\_VisitDate’ export from Internal REDCap
3. The package outputs one file:
   1. Importable\_VABS\_BRIDGE\_YYYY-MM-DD.csv (this is the file you’ll import into Internal REDCap)

2. Getting the input files

1. Getting the Internal REDCap ‘ID\_Cohort\_VisitDate’ export
   1. Log into Internal REDCap
   2. Open project ‘FXS-ASD-Language Development’
   3. On the left side menu, *Reports* tab, find and click the ‘ID\_Cohort\_VisitDate’ report:

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* 1. Click the ‘Export data’ button
  2. On the pop up window:
     1. Select: ‘CSV / Microsoft Excel (raw data)’ for the export format
     2. Click ‘Export data’

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* 1. On the next pop-up window, click the ‘Excel CSV’ icon

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* 1. The .csv file will be saved on your computer’s downloads folder
  2. Move the file to the ‘VABS\_inputs’ folder (within the ‘VABS\_package’ folder)
     1. Path: \\RC-FS.tch.harvard.edu\dmc-nelson\Groups\LCN-Nelson-Clinical\Groups\P00025493 = Fragile X\BRIDGE Study\Data\Automated\_Assessments\Assessment\_Packages\VABS\_package\VABS\_inputs
     2. Change the name of the file to ‘ID\_cohort\_visit\_YYYY-MM-DD.csv’
     3. If there are any other files there with the same kind of name, move the old file to the ‘Archive’ folder

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1. Getting the VABS data from Q-global
   1. Log into Q-global (<https://qglobal.pearsonassessments.com/qg/login.seam> )
      1. Username: wilkinsonlab
      2. Password: BrIDGe2024!
   2. Click ‘More Actions’, then ‘Export Assessment Records’

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* 1. Click ‘Search Reports’ and select ‘Vineland-3 Comprehensive Report’

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* 1. Select ‘Vineland-3 Comprehensive Parent/Caregiver Form’. Then, use the ‘Administration Date’ field and the ‘First Name’ field to filter which records should be exported
     1. On ‘Administration Date field’ : choose the ‘Is after’ option and then **input the date for the last time that VABS data was imported into REDCap**
     2. On ‘First Name’: type ‘bridge’ (this way the export will only contain bridge subjects) [NOTE: this field is case insensitive]

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* 1. Click ‘Search’
  2. On the bottom of the page, you’ll see a table with the records that will be on your export 🡪 take a quick look at it to double check the First Name and Administration Date for these records are what you’d expect
  3. Select all records by clicking the ‘tick box’ on the upper left corner, then click ‘Configure Export’

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* 1. On the pop up window, make sure the ‘Export Configuration’ is:

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* 1. Click ‘Export’
  2. Click ‘Refresh’

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* 1. Click ‘Download’ for the export on the first row (this is the one you just created)
  2. GREAT, the export will be on your Downloads folder! The file name will look similar to this:

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* 1. Move the file to the ‘VABS\_inputs’ folder (within the ‘VABS\_package’ folder)
     1. Path: \\RC-FS.tch.harvard.edu\dmc-nelson\Groups\LCN-Nelson-Clinical\Groups\P00025493 = Fragile X\BRIDGE Study\Data\Automated\_Assessments\Assessment\_Packages\VABS\_package\VABS\_inputs
     2. Change the name of the file to ‘Qglobal\_VABS\_YYYY-MM-DD.csv’
     3. If there are any other files there with the same kind of name, move the old file to the ‘Archive’ folder

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2. Running BRIDGE\_Run\_VABS.py

1. Open BRIDGE\_Run\_VABS.py by double clicking it

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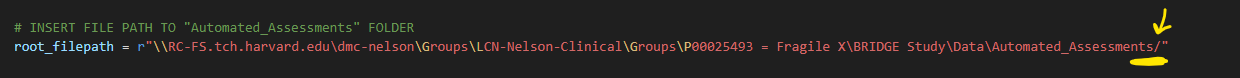
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1. On the code, edit the following lines (as indicated on the script):

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* 1. DO NOT EDIT anything else
  2. At the end of your file path to the ‘Automated Assessments’ folder, **add a forward slash** (as shown in pic)



* 1. **Review step above – IT IS VERY IMPORTANT**

1. Run the script

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1. You’ll know the script is done running when you see the message “Congratulations! The new data has been saved to:…”
2. You’ll find the **output file here**: \\RC-FS.tch.harvard.edu\dmc-nelson\Groups\LCN-Nelson-Clinical\Groups\P00025493 = Fragile X\BRIDGE Study\Data\Automated\_Assessments\VABS
3. The output file will be named ‘Importable\_VABS\_BRIDGE\_YYYY-MM-DD’
   1. The date on this file name is automatically written by the script
   2. THIS IS THE FILE YOU’LL IMPORT INTO INTERNAL REDCAP

3. Importing data into Internal REDCap

**NOTE: This section should typically be completed by an RA or Data Manager, since usually students don’t have access to REDCap’s Data Import Tool**

1. Log in to in Internal REDCap (<https://redcap-qi.tch.harvard.edu/redcap_edc/redcap_v13.1.33/DataEntry/record_status_dashboard.php?pid=4494>)

2. Open project ‘FXS-ASD-Language Development’

3. On the left side menu, click ‘Data Import Tool’

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1. Scroll down, check all contents of the green box match the pic below, and click ‘Choose File’

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1. On the pop-up window, navigate to the folder where the importable file is and select it (file: ‘Importable\_VABS\_BRIDGE\_YYYY-MM-DD’)
2. On the green box, click ‘Upload file’
3. Scroll until you see the ‘Instructions for data review’ and ‘DATA DISPLAY TABLE’

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1. Inspect the entire ‘DATA DISPLAY TABLE’ to **verify no data is being overwritten** (overwritten data will be displayed on red).
   1. **If you see no red, move on**. Otherwise, scroll all the way down, click ‘Cancel’, and contact the study coordinator**.**

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1. Once you’ve verified ‘DATA DISPLAY TABLE’, and if everything looks ok, click ‘Import data’ (at the bottom of the page)

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1. For **every** ID that was part of your imported file, you will need to open their VABS form (v1 or v2 depending on what you imported) on REDcap and update a few fields manually:
   1. Verify the PDF Vineland Report has been backed up on the server.



* + 1. If the report (for the correct ID and visit) is already on the server, mark ‘Yes’
    2. Otherwise, download and backup their Vineland Report (PDF) and then mark ‘Yes’
  1. Respond to the ‘concern with data usability’ question.
     1. If you answer is ‘Yes’, please explain why on the ‘Comments’ field

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* 1. Update the form status: mark the form as ‘Complete’ AND add a comment to this field saying the data was imported



* + 1. Comment example: 

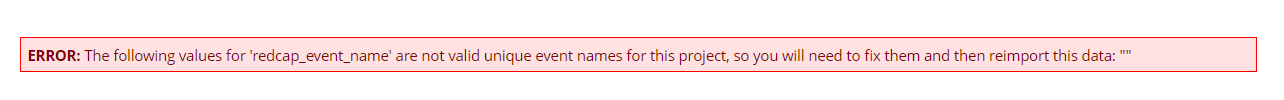
1. Once you import the file, go to the [BRIDGE\_FRAXA\_Data\_Tracker](https://docs.google.com/spreadsheets/d/1LmAM4Jhw62Bico1dySuKKAl2-QcjerZhdpcI64Vg_fQ/edit?gid=602912875#gid=602912875) and update the Vineland column for each participant whose data you just imported. Choose ‘Verified’ for their Vineland cell:

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1. Great job! Thank you for following the protocol!

In case of errors:

1. If the code shows these or any error message, please take a screenshot and send it to **Michael Khela, Gabriela Davila Mejia or Carol Wilkinson.**
2. If you get this error on REDCap when importing the CSV file, it means that the script was unable to assign a *redcap\_event\_name* for a certain row/subject. 

This could happen if:

* 1. A participant on the Qglobal export is NOT a BRIDGE participant.
  2. A participant on the Qglobal export is a BRIDGE participant but somehow their ID is not on the ‘ID\_Cohort\_VisitDate’ report.
  3. A participant on the Qglobal export answered the VABS too far from their visit date (**more than 3 weeks before or after the visit**).

If you encounter this error, review your ‘Importable’ file, your Qglobal export, and the ‘ID\_Cohort\_VisitDate’ report. Once you’ve identified what caused the error, re-download the necessary inputs making sure the error source is gone. Then run the script again on your new inputs.

**IMPORTANT:** you should not make and save any edits to the files on Excel. ‘Saving’ these files from the Excel app will generate **unwanted** changes on data formats.

**IMPORTANT\_2:** if a participant only **partially completed the VABS, you would need to manually go into their REDCap form and enter ‘-999’** values for the subscales the participant did not fully answer.