#### After you have received the email with the registration

https://c19.health.utah.gov/surveys/?s=AE8LJYC7KXDWPFFE, and filled out the Administrative Form and received a confirmation email saying your are ready to create a REDCap account.

Please complete the survey below. Thank you! Why Report? The Student Injury Reporting System (SIRS) helps to identify where, when, how and why students a using this information, education officials can pinpoint risk factors at individual schools and devel and prevention programs which can minimize the physical and financial impact of injury on the ind 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 scho enough to require treatment by a health care professional (i.e. school nurse, MD, EMT, etc.). This in happen while going to or from school, during all school-related activities and anywhere on school normal school hours.	get hurt at school. By op safety guidelines dividual, family, bol, or is serious ncludes injuries that property during
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Utah ID Information	
Instructions for how to sign up for a Utah ID	
Attachment: 📆 <u>EXTERNAL USERS REDCap.pdf</u> (0.06 MB)	
Have you created a Utah ID? O Yes O No	reset
Utah ID Username	
Email used to sign up for Utah ID:	
User Information:	
Name:	0
Email:	

To create a REDCap account you will go to <u>https://c19.health.utah.gov/</u>, you should get this screen, use the email address or your user name that you used to register.



#### 07/17/2023

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

REDCa	p-C19	
Welcome to REDCap: REDCap is a secure web platform for building and managing online databases and surveys. REDCap streamined process for rapidly creating and designing projects offers a wast array of tools that can be tailored to wirtually any data collection strategy. REDCap provides automated export procedures for seamlest data downloads to Excel and common statistical packages (FPSS, SAS, Stata, R., as well as a builting project calendar, a scheduling module, ad hoe propring tools, and advanced features, such as tranching logic. (Ite uploading, and calculated field). Learn more about REDCap watching a <b>B</b> distribution and an overview of its features, plasses ether <u>Enrope</u> of REDCap in action and an overview of its features, plasses ether <u>Enrope</u> is some subjects research. NDTRC: If you are collecting data for the pumposes of human subjects research. If you require assistance or have any questions about REDCap, plasse contact <u>Jannier</u> terrimon. <u>BEDCap Administration</u> WARNING! The following information is private and protected by federal and statures duals calculating displants, is compared by adding any access to or use is limited to authorized pumposes. Data contained within his system is strictly confidential and my access to or use is limited to authorized dividuals within its organization who need to access or use the bala in the performance of assigned duits under the Raid Text Result Reporting Use Agreement. It is a violation of state law (Data Text Result Reporting Use Agreement, or by breaching the confidential all text Result pursuant to this agreement, or by breaching the confidential advanced by the Data.	<text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text>	

REDCap <sup>®</sup> Home I My Projects + New Project	🕽 Help & FAQ 🚦 Training Videos 🛛 Send-It 📮 Messenger			Logged in as vanondakern@gmail.com   Profile [+ Log ou
	Utah Department of Hea REDCap- Listed below are the REDCap projects to which you currently have access to your projects, wit the <u>User Access Databa</u>	alth & Human Se C19 Slick the project title to open the project. <u>Read mo</u>	ervices	
	My Projects Griganize Collapse All	Filter projects by title	× E	
	Project Title	Records Fields Instrume	nts Type Status	
	Tooele Student Injury Reporting System	1 52 1 farm	= <i>P</i>	
/	REDCap 13.4.10 - 0.2023 Ve	nderbilt University		

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

REDCap		Utah Department of Office of Informatics & D	f Health & Hi ata Systems
Logged in as vanondakern@gmail.com     Log out		Tooele Student I	njury Repo
My Projects REDCap Messenger Contact REDCap administrator		A Project Home	
Project Home and Design	-		
Project Home · E Covebook Project status: Development		The tables below pr statistics, and upcor	ovide general ming calendar
Data Collection — Settlement Canyon	-	La Current Users (6	)
Record Status D     board		User	Expires
- View data collection status of all records		chloeroghaar@utah	never
Add / Edit Records      Create new records or edit/view existing ones		iherrmann@utah.e	
Show data collection instruments		(Jennifer Herrmann)	never
Applications	-	mbalough@utah.gc	never
Field Comment Log		vapondakero@gma	
External Modules	-	(VANONDA KERN)	never
Q Search Dashboard	0	vchidambaram@ut	never
	0	vkernButah gov	
Hep & Information		(Vanonda Kern)	never
Video Tutorials			
🔁 Suggest a New Feature			
Contact REDCap administrator			

07/17/2023

#### Click on "Add new record"

REDCap		Utah Department of Health & Hu Office of Informatics & Data Systems	iman Servises					
Logged in as vanondakern@gmail.com     Log out		Tooele Student Injury Repo	rting System PID 187					
My Projects     REDCap Messenger     Contact REDCap administrator		Search Dashboard						
Project Home and Design	-	Select Search Field			New Foord			
Project Home · E Codebook Project status: Development		Student ID#			~ [	Ado	l new record	
Data Collection — Settlement Canyon		Search Text						
I Record Status Dashboard							Search	
View data collection status of all records     Add / Edit Records     Create new records or edit/view existing ones		Note: Search results will be limited to	o the Settlement Canyon Data Acces	s Group.				
Show data collection instruments								
Applications	-	Show 50 v entries						Search:
Field Comment Log		Student ID#	Student Last Name	Student's First Name:	Student Date of Birth	Date that the injury occurred?	Data Access Group	Record Home
External Modules					No data available in table			
Q, Search Dashboard		Shawing Star G of G antalan						Providence - March
Help & Information	-	Showing u to u or u entries						Previous Next
Help & FAQ     Video Tutorials     Suggest a New Feature     Contact BEDCap administrator		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.

Record ID	4998-1
Administrative Information	
Your Name	
* must provide value	
Best phone number to reach you	
* must provide value	P
Best email to reach you	
* must provide value	P
O Advisor/Counselor O Assistant Principal O Bus Driver	
Coach     Paramedics/EMT     Playground Supervisor     Principal     School Nurse     Secretary/Office Aid     Substitute Teacher     Teacher (excluding Coach)     Teacher's / Playground Aid     Other	

The next section is the student information.

07	117	12022
07		12025
· · · /		

STUDENT INFORMATION	
Student ID#	Ģ
Student's First Name:	<i>ې</i>
Student Last Name	P
Parent First Name	P
Parent Last Name	P
Student Date of Birth	الله M-D-Y
Student Gender	O male O female O other
If "other" please list below	P
School	ø <b>•</b>
School Type	<u>ب</u>
Grade	\$
Date that the injury occurred?	
Time the injury occurred?	Ģ НыМ
Fatal?	Ono ⊘ Oyes reset

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

Time the injury occurred?	ø		E H:M	
			Choose Time	
Fatal?	$\bigcirc$	Time	15:13	re
Description		Hour Minute		
Description:	Ģ	Now	Done	

#### Fill out the Description of the injury.

Description	
Description:	Expand

pg. 5

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	Chin/Cheek Ear Eye Forehead Mouth/Tongue/Lip Neck/Throat Nose Head Tooth/Teeth Stomach Back Buttocks Chest/Ribs Collarbone Genitalia Internal Pelvis/Hip Shoulder Ankle Arm Elbow Finger/Thumb Foot Hand/Wrist Knee Leg Toe	
Primary Nature of Injury	<ul> <li>Abrasion/Scrape</li> <li>Bump/Bruise/Contusion</li> <li>Burn/Scald</li> <li>Concussion (possible)</li> <li>Cut/Laceration</li> <li>Dislocation (possible)</li> <li>Fracture/Broken (possible)</li> <li>Loss of Consciousness</li> <li>No Pulse/Heartbeat</li> <li>Not Breathing</li> <li>Pain/Tenderness Only</li> <li>Puncture</li> <li>Shortness of Breath</li> <li>Sprain/Strain/Tear</li> </ul>	

○ Swelling/Inflamation O Other (Use if no other option)

reset

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

Factors/ Period/ Surface/ Location/Activity	
Sactor LIST FACTOR WHICH MAY HAVE LED TO THE INJURY	Animal bite (dog bite etc) Callision with object or person Campression/Pinch Cantact with equipment (shop, P.E., Sharp object Cantact with fire, hat liquid or hot object alcohol or other substance Fail Fareign body/Object Fareign body/Object Overexertion/Twisted Sciture disorder Tripped/Silpped Unknown Weapon (gun, knife, etc) Other (Use if no other option)
Period LIST PERIOD DURING WHICH INJURY OCCURRED	After school  Assembly  Athletic Event (team competition)  Athletic practice session  Before school  Class thange  Class time (exclude PE)  Field trip  Intramural competition  Lunch  Lunch  Lunch  Recess  P.E. class  Cther (Use If no other option)
Surface LIST FLOORING OR GROUND SURFACE ON WHICH INJURY DCCURRED	Blacktop     Carpet     Concrete     Dirt     Gravel     Ice / Snow     Lawn / Grass     Sand     Synthetic surface (Spongy surface)     Tile / Linokcum     Wood(waxed)     Shredded Rubber / Wood Chips     Other (Use if no other option)
Activity LIST ACTIVITY DURING WHICH INJURY OCCURRED	Baseball/Softball     Bicycling     Classroom activity     Climbing     Dodge ball/War ball     Fighting     Flag/Touch Football     Forball     Gymnactics/Tumbling     Jumping     Kickball     Playing on bars (monkey bars/big toy, etc.)     Riding     Running     Roughhousing     Setting up/Moving equipment     Siding     Starding     Starding

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

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

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.

	reset
Medical Attention	<ul> <li>Parents deemed no medical action necessary</li> <li>Seen by M.D/ E.R./ health care provider/ hospital/ etc.</li> </ul>
If Seen by MD, ER, or health care provider please state diagnosis:	
Once the report is complete click "Save & Exit Form"	

Save & Exit Form	Save & 🔹
– Cancel –	

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

STOP! ADMIN ONLY: A member of the UDHHS will fill out this section and get back to you if more information is needed		
Is the record complete?	O Yes O no O needs more information	
If 'needs more information' please describe:	P	
Is this injury reportable?	○ Yes	
If reportable, please enter diagnosis code:	P	
Form Status		
Complete?	☐ Incomplete	

Save & Exit Form	Save & 🔹
– Cancel –	Save & Stay Save & Exit Record
	Save & Go To Next Record