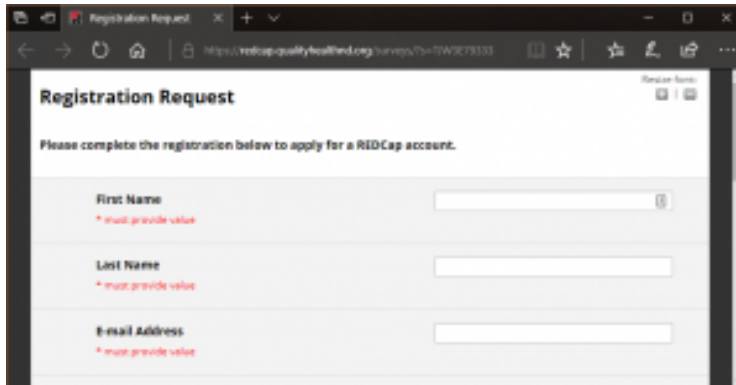


Steps to Access the Great Plains QIN Antibiotic Stewardship Program (ASP) Core Elements via REDCap Survey

Step 1: Registration

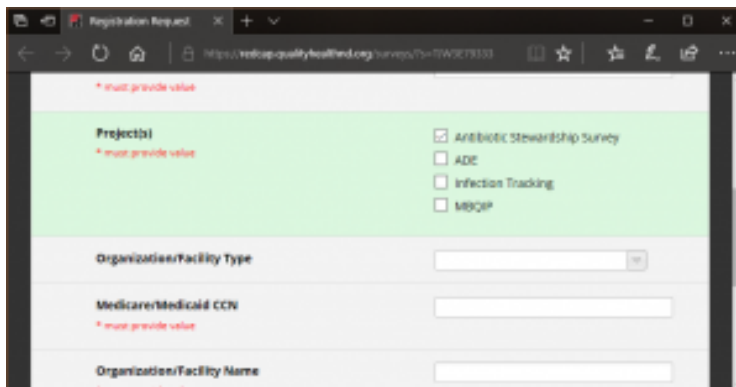
1. All participants in the program must first register for an account. To do so, visit the [REDCap Registration](#).

2.



The screenshot shows a web browser window with the URL <https://redcap-qualityhealthed.org/surveys/74-7A9C7F331>. The page title is "Registration Request" and the instruction is "Please complete the registration below to apply for a REDCap account." There are three input fields: "First Name", "Last Name", and "E-mail Address". Each field has a red asterisk and the text "must provide value" below it.

3. Select **Antibiotic Stewardship Survey** in the Projects list.

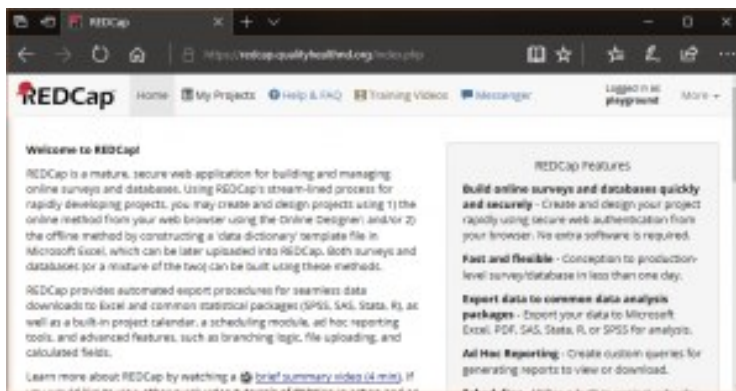


The screenshot shows the same web browser window. The "Projects" section is highlighted in green and contains a list of checkboxes: "Antibiotic Stewardship Survey" (checked), "ADE", "Infection Tracking", and "MRSP". Below this are three more input fields: "Organization/Facility Type", "Medicare/Medicaid CCN", and "Organization/Facility Name". Each field has a red asterisk and the text "must provide value" below it.

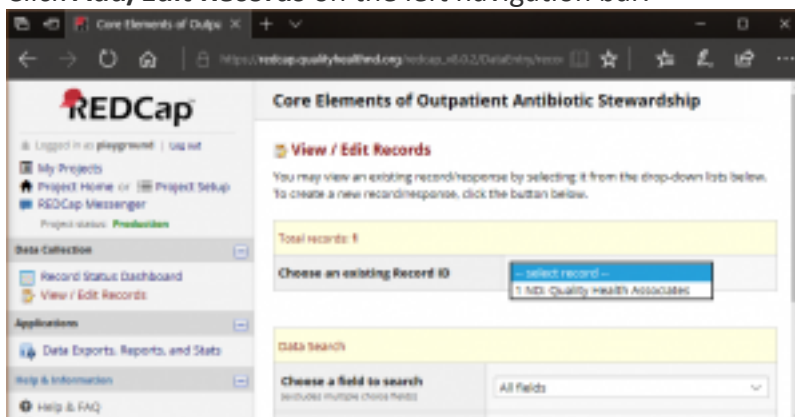
4. Enter your Medicare CCN number, or you don't have one, type *N/A*.
5. Once your registration request is complete, you will receive an account and be granted access to the Core Elements of Antibiotic Stewardship Survey. **Please note, confirmation may take several business days before you are granted an account and access.**
6. When your account has been generated, you will receive an automated e-mail. Use the link in the e-mail to log in to REDCap and create your password.

Step 2: Data Entry

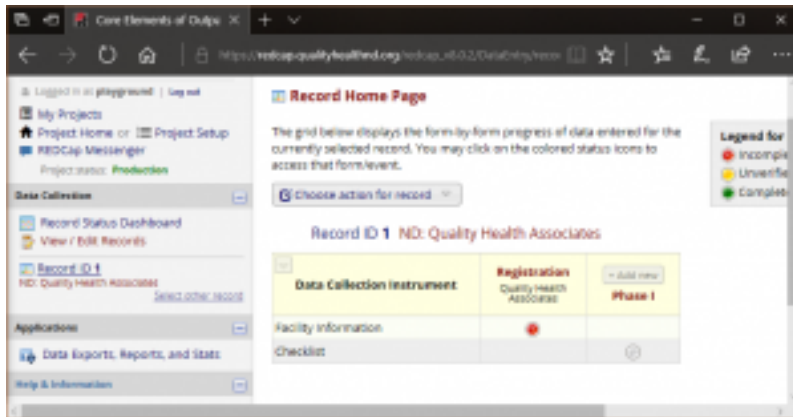
1. Log in to **REDCap** (<https://redcap.qualityhealthnd.org>).



2. Click **My Projects** on the top navigation bar.
3. Open the **Core Elements of Outpatient Antibiotic Stewardship** project.
4. Click **Add/Edit Records** on the left navigation bar.



- In the **Choose an existing Record ID** box, one record will be available for each organization you represent; click on that record to open it.
- Each record consists of one *Facility Information* form and any number of *Checklist* forms.



- To edit your Facility Information, click the circle next to *Facility Information*.
- Make any necessary changes, mark the form as *Complete*, *Incomplete*, or *Unverified*, as appropriate.
- To add a checklist, click the gray circle under *Phase I*.
- Complete the survey; mark the form as *Complete*, *Incomplete*, or *Unverified*, as appropriate. Click **Save and Exit Form** to save it.
- Once you have a completed checklist, you can click **+Add New** to add additional checklists. Your Quality Improvement representative will suggest a timeline for adding and updating your checklists, such as monthly or quarterly. Your most recent checklist responses will automatically carry forward when you create a new checklist.