

## How to Use the Excel Data Tracking Tool for REDCap Reporting

The purpose of this tool is to aggregate your patient-level records to input the aggregated counts into REDCap for the TCHMB Newborn Admission Temperature (NAT) Project. The tool can help you keep track of individual patient-level data that will then be aggregated to submit to TCHMB on a quarterly basis. Note that TCHMB does not receive any patient-level data, only aggregated counts.

1. Start from the first tab named "Patient List (ENTER DATA HERE)" in the Excel spreadsheet.
2. For each patient, input Patient Name in the "Patient Name" column. This is to help you identify the patient in case you need to refer to other data sources to fill out their information. This will not be shared with TCHMB.  
\*Note: You may have multiple rows per patient. If a patient is admitted into one unit and later transferred into another, both separate admissions along with their temperatures should be recorded in this excel tracking sheet.
3. Input Patient MRN in the "Patient MRN" column. This is to help you identify the patient in case you need to refer to other data sources to fill out their information. This will not be shared with TCHMB.
4. Select the "Ethnicity of the patient" using the drop-down menu: Hispanic, Non-Hispanic, Unknown or Missing.
5. "Race of the patient" is only filled in for patients of Non-Hispanic ethnicity. If the patient is Non-Hispanic ethnicity, select the "Race of the patient" using the drop-down menu. Otherwise, leave the "Race of the patient" field blank. If the patient is "Hispanic" or "Unknown or Missing" but you accidentally select a race, hit "delete" to make the field blank.
6. Select either NICU or Newborn Nursery/Mother-Baby Unit using the drop-down menu to indicate the setting where the admission temperature was taken.
7. Select "Newborn birthweight" either < 1500 grams or >=1500 grams using the drop-down menu.
8. Select Yes or No for "Hypothermia" using the drop-down menu.
9. Select Yes or No for "Hyperthermia" using the drop-down menu.  
\*Note: You may have No for both Hypothermia and Hyperthermia for infants' records with normal temperature. You should not have Yes for both Hypothermia and Hyperthermia.
10. Select Yes or No for "Infant cooled for possible hypoxic ischemic encephalopathy at the time of admission with temperature < 36°C (96.8°F)" using the drop-down menu.
11. When you are ready to aggregate your data to submit to TCHMB, go to the second tab named "Aggregated Count for REDCap" in the Excel spreadsheet. Here you will find the aggregated (summed) numbers that you will need to enter the REDCap data reporting system.
12. Log into the REDCap data reporting system using the username and password that was provided by TCHMB. If you are having trouble, please contact [nat@utsystem.edu](mailto:nat@utsystem.edu).
13. Use the data from the tab "Aggregated Count for REDCap" from the Excel spreadsheet to enter the counts for the respective questions in REDCaps.

If you have any questions, please contact the NAT Project team at [nat@utsystem.edu](mailto:nat@utsystem.edu)