Physical Readiness Test (PRT) Data Entry

Instructions for Entering PRT Data into DOJ's REDCap System

CONTENTS

1 GAINING ACCESS TO REDCAP

1. Anyone entering PRT data must submit this form requesting access to REDCap: https://redcap.link/Access_PRT_Tool
2. Wait for an email from DOJ saying that you've been granted access to REDCap. *This could be a few days.* Follow the instructions to complete setting up your account, including setting a password on the TRAIN website.
3. Sign-in to REDCap (https://datacap.doj.wi.gov) for the first time and fill out the required information.
4. Notify DOJ that you've logged in to REDCap for the first time by emailing statsanalysis@doj.state.wi.us. *A user needs to log in to REDCap before DOJ can grant them access to the PRT Data Collection Tool.*
5. Wait for an email from REDCap/DOJ confirming you have been added to the Physical Readiness Test (PRT) Data Tool. Click the project link in the confirmation email. *This could be a few days.*
6. Log in to REDCap and start adding PRT Data following the instructions provided.

**Before you begin entering data, a few things to note:**

- As soon as you enter data on these forms, DOJ staff can see it. There is no need to send excel files or "transmit" anything to DOJ. If you have questions or need help with a particular candidate's form, please reach out to DOJ (statsanalysis@doj.state.wi.us) and reference their record ID.

- Every PRT (entrance and exit, all attempts) a candidate does should be entered under the same record ID.

- The demographic form should be filled out first, before entrance or exit data.

- If a person attempts the PRT multiple times, their multiple attempts should be entered in chronological order (i.e. their first attempt should be entered first, the second attempt should be entered second, etc.).

For technical questions about the REDCap Data Collection of PRT Data, please contact the Bureau of Justice Information and Analysis:

statsanalysis@doj.state.wi.us

2 ACCESSING THE PROJECT IN REDCAP

1. Log in to REDCap using your Justice Directory (eTIME/TRAIN) credentials (see FAQ for help).
2. Under My Projects, click Physical Readiness Test (PRT) Data Entry. Note you will not see this project unless you have received an email indicating you have been added to the project (see Step 5 of gaining access to REDCap).
3. Click Record Status Dashboard under Data Collection on the left menu.
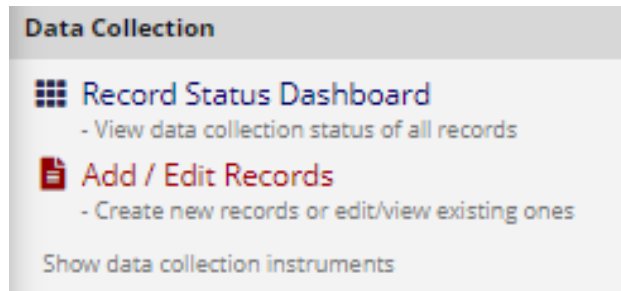
3   ENTERING CANDIDATE ENTRANCE PRT DATA FOR THE FIRST TIME

1. Your dashboard will show all PRT records across all locations. First, find if the person has already been entered into the system by reviewing names in the dashboard. Change the dashboard displayed to the Alpha Order if needed.

2. If the person is not yet in REDCap, click Add new record, and click the Candidate Demo radio button under the Status column.

3. Enter the candidate's name, DOB, and demographic information. Use the dropdown to switch "Complete?" from "incomplete" to "complete". Save and exit the form.
4. Click the PRT Candidate Entrance Data Status radio button. Fill out the entrance PRT form. Switch the "Complete?" dropdown to "complete". Save and exit the form. Note that there is no "Submit" button; saving the form makes it visible to DOJ staff.

5. Click Record Status Dashboard on the left menu and repeat steps 2-4 for other candidates.

Review your data entry by clicking Record Status Dashboard. By default, the records are in order by their Record ID (which is automatically assigned). You can change how records are displayed by changing the **Dashboard displayed** dropdown.

4   ENTERING CANDIDATE EXIT PRT DATA

1. After accessing the project, click Record Status Dashboard on the left menu.
2. Review the candidates already entered (changing to alphabetical order if needed) and click the PRT Candidate Exit Data radio button.

Record ID	Candidate Demo	PRT Candidate Entrance Data	PRT Candidate Exit Data
1 (Stabler, Elliot, 05-15-1975,)	●	● +	○

3. Fill out the exit PRT form, switch the "Complete?" dropdown to "complete" and save and exit the form.
4. Return to the Record Status Dashboard and repeat steps 2-3 for as many candidates as needed.
5. If a candidate is doing the exit PRT at your location but they are not in the REDCap system, click Add new record and fill out the demographic form. Click save and exit the demographic form, then click the Exit PRT radio button. The candidate should have a green Demo form and a green Exit form, but a grey Entrance form.

Candidate Demo	PRT Candidate Entrance Data	PRT Candidate Exit Data
●	○	● +

5   ENTERING A CANDIDATE'S ADDITIONAL PRT ATTEMPTS

1. After accessing the project, click Record Status Dashboard.
2. Review the dashboard to find the candidate, changing the dashboard to alphabetical order if necessary.
3. Click the plus button [+] under Entrance Data (to enter a new entrance PRT attempt) or the [+] under Exit Data (to enter a new exit attempt).

Record ID	Candidate Demo	PRT Candidate Entrance Data	PRT Candidate Exit Data
8 (Adams, Sample, 01-01-1995,)	●	● +	● +

Note: Please do not create a new record for the same person. Each person on your dashboard should only be on one row and connected to one ID. For example, if "Sample Adams 1/1/1995) took the entrance PRT twice at your location, both of their entrance attempts should be connected to the same ID. The dashboard should look like this:

Record ID	Candidate Demo	PRT Candidate Entrance Data
8 (Adams, Sample, 01-01-1995,)	●	●)) +

Click the green dot(s) under Entrance Data to see all the entrance PRT attempts for this person at your location:

PRT Candidate Entrance Data (2)

1	●	Entrance attempt
2	●	Entrance attempt
		+ Add new

It should NOT look like this, with the same person under two different IDs:

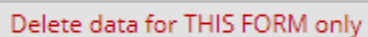| Record ID	Candidate Demo	PRT Candidate Entrance Data
8 (Adams, Sample, 01-01-1995,)	●	● +
18 (Adams, Sample, 01-01-1995,)	●	● +

Note: if a person took the PRT at one location and did not pass, then went to another location for another attempt, please be sure to review all records in REDCap before creating a new record for the person. Multiple attempts at different locations should still be entered under the same record (i.e. one row per person regardless of how many locations the person did the PRT at).

6 REVIEWING, EDITING, AND DELETING PRT DATA

1. Click Record Status Dashboard. Change the dashboard to alphabetical order if needed. Every green dot is a candidate's completed form. Click the green dot to review. If a candidate has only one attempt, they have only one dot. If they have multiple attempts, they should have multiple dots on the same row under the same column (Entrance and/or Exit).
2. Any grey dot indicates no form for that person. Please review any candidates who have exit data but no entrance data under the same record ID to ensure the same person was not already entered under a different record ID.
3. Any yellow/red/blue dots indicate something on a form is missing. Please click the dots to review the form.
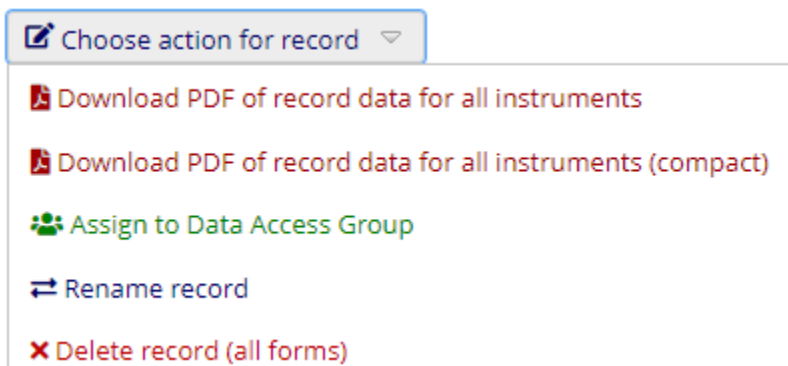
To delete a form, but not the entire candidate record:

- Click the dot of the form you want to erase, scroll to the bottom of the form, and click "Delete data for THIS FORM only". (This will erase the form, but not the person).

Delete data for THIS FORM only

To delete every form for the person (and erase the person from your REDCap):

- Go to the Record Status Dashboard
- Click the hyperlink of the person's RecordID (the blue number)
- Click "Choose Action for Record"
- Click "Delete record (all forms)"
- Warning: this erases everything about this ID (this person), including all their forms attached to that ID number. This might be necessary if the person has accidentally been entered twice under two IDs but should otherwise never be necessary.

Choose action for record ▽

- Download PDF of record data for all instruments
- Download PDF of record data for all instruments (compact)
- Assign to Data Access Group
- Rename record
- Delete record (all forms)

7 EXPORTING DATA AND VIEWING RESULTS

1. Click "Data Exports, Reports, and Stats" on the left menu
2. Select to view tables, charts, and to export raw data files

8 WAUKESHA YMCA E-MAIL FUNCTIONALITY

1. Employees who work at the Waukesha YMCA should e-mail the PRT entrance results to the candidate.
   a. After the candidate's Demo form is filled out, the next form to fill out is their e-mail address. For PRTs at the Waukesha YMCA, this field is required. Click the Candidate E-mail radio button and enter the person's e-mail address, and click save.
   b. Click the radio button for the Entrance Data. At the end of the Entrance data form, if the entrance PRT was at Waukesha YMCA, a question appears asking if you want to e-mail the result to the candidate. Click Yes and save the form. If the e-mail address was typed in and "Yes" is selected, the e-mail is sent.

Data Collection Instrument	Status
Candidate Demo	●
Candidate E-Mail	●
PRT Candidate Entrance Data	● +
Candidate Entrance Email Review	○
PRT Candidate Exit Data	○

Do you want to e-mail this result to the candidate? (H) ● Yes ○ No

   c. The Candidate Entrance E-mail Review radio button shows that the e-mail looks like that was sent to the candidate.

Note: this functionality is only available and applicable to entrance PRTs that took place at the Waukesha YMCA.

FAQs

Is my data secure?

Access to REDCap is granted through your eTIME/TRAIN/Justice Directory credentials and includes two-factor authentication. The data is stored on DOJ servers.

What is DOJ doing with this data?

DOJ analysts will be reviewing the data received periodically to ensure data quality and may reach out if we see data entered that is not logical or likely not accurate. Once DOJ has received enough PRT data, researchers will be analyzing results and providing information to decision-makers. DOJ is particularly interested in entrance PRT failures, how close candidates who failed the PRT are to passing, which areas of the PRT have the highest failure rate per demographic, and how often candidates who failed the PRT attempt the PRT again in the same location versus other locations.

What is the difference between the entrance form and the exit form?

The two forms ask the same questions, but since the exit requirements are different, the logic built into the form is slightly different (when candidates fail). **Please ensure that entrance data is entered into the entrance form, and exit data is entered into the exit form.**

I don't remember my Justice Directory username/password

If you do not remember your password, please use the "Forgot My Password" link on the TRAIN login page https://ealogin.justice.wisconsin.gov. If Forgot My Password does not work, please call the Time System Control Center (TSCC) at 608-266-7633 and request to have your password reset and challenge question deleted so you may reestablish them upon your next log in to TRAIN. After changing your password in TRAIN, try the new password in REDCap. **Note: only the TSCC can help with password re-sets.**

Can I enter data for two different academies/agencies under the same login?

Yes. All REDCap users entering data can enter entrance/exit PRT data for any location. Users will be able to see PRT data entered by other users at other locations and should review the candidate list to ensure the candidate data being entered is entered under the correct person's record. For example, data entry users at Location B can see what Location A users have entered, such that data from a candidate who did the entrance PRT at Location A and exit PRT at Location B can be tied together under the same person's record.