Physical Readiness Test (PRT) Data Entry

Instructions for Entering PRT Data into DOJ'S REDCap System

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Gaining Access to REDCap

1. Anyone entering PRT data must submit this form requesting access to RECap: 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@wisdoj.gov. 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 Entry Tool – Revised November 2026. 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 (statsnalysis@wisdoj.gov) and reference their record ID.
- Every entrance PRT a candidate does will be its own record, since the candidate needs to fill out the participant form.
- Subsequent attempts at a PRT will be a separate record in REDCap, and DOJ staff will manually be able to link records together only if the candidate enters the "record ID" for the first attempt on their participant form.
- Exit test PRTs should be added to the most recent entrance PRT for each candidate such that the exit results are on the same record/row as the most recent entrance test.
- The participant form should be filled out first, before entrance data, whenever possible.
- For technical questions about the REDCap Data Collection of PRT Data, please contact the Bureau of Justice Information and Analysis: statsanalysis@wisdoj.gov.

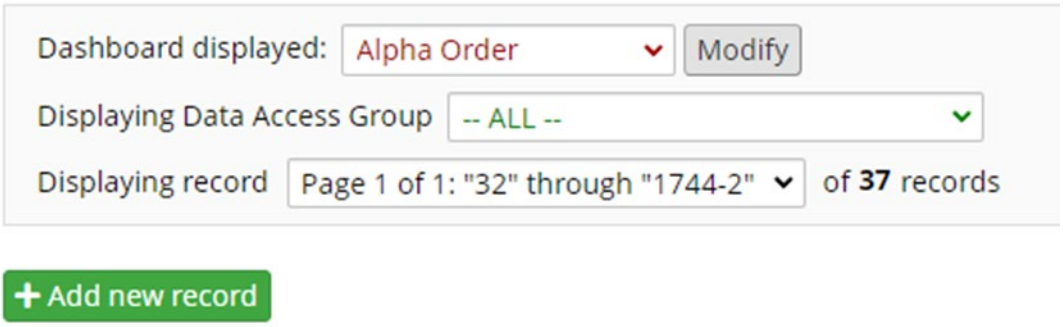
Accessing the Project in REDCap

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 tool – Revised November 2026. 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.



Filling Out the Participant Form

1. First, prior to the participants arriving for an entrance test, please review your participant list of who will be arriving (if available) to determine if the person is already in REDCap from a previous attempt. To review, ensure the "alpha order" dashboard is displayed; this will show all PRT records across all locations since the modified collection began. If one of your participants is already listed, please note their record ID. The record ID is the hyperlinked number at the beginning of their row of data. They will need this when they arrive and fill out the participant form (but will only have one if they have taken the entrance previously since the new collection began). If the participant has not attempted the entrance PRT since the modified collection began, they will not be in the new REDCap project.

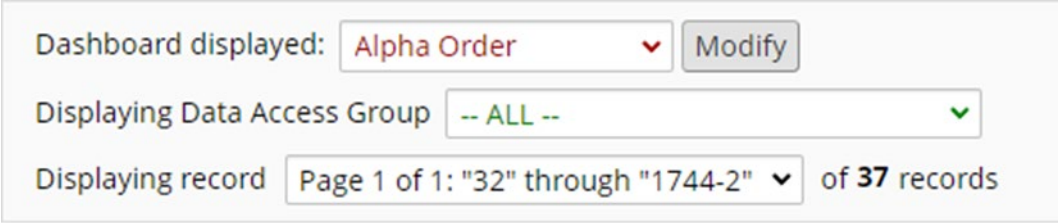


2. As participants arrive, they need to fill out a participant form. This form asks for their demographics and information about their preparedness. Ideally, participants will complete this form electronically on their phone/device. To obtain the link/QR code, please click Survey Distribution Tools on the left pane. Your facility can make a paper with the QR code on it for participants to scan, give them the survey web address and access code (listed under Survey access Code or QR code), and/or use the public survey URL to go to the participant form on a facility computer. On the participant form, there is a question for the participants' email address; only those facilities who required DOJ to email the candidate their results need to have this filled in. Otherwise, DOJ does not need the candidate's email address and the field can be left blank.
3. Please ask them to scan the QR code on their mobile device to fill out the participant form. If they have previously attempted the entrance PRT since the new collection began, please tell them their record ID (from the previous step). They will enter this into a question in their participant form. Once the participant submits their survey on their mobile device, a new row in REDCap (with a new record ID) will be created.
    a. If the participant cannot use a mobile device to fill out the participant form, the location will need to provide them with a paper version to fill out. The paper form can be collected by the location prior to the entrance PRT attempt and hand-entered after the PRT. A copy of the paper form is located in the File Repository on the left pane within the PDF copy folder.
        i. To hand-enter a paper version of the participant survey, go to the Record Status Dashboard, click the green "add new record" and select the participant form button. Fill in the information, change the status to complete, and save.

Note: you may notice on the Record Status Dashboard Participant Form column, some records have a checkmark and some do not. The checkmark records are from participants who have submitted the form electronically; the records without checkmarks are records someone manually entered within REDCap. Either is fine.

Entering Candidate Entrance PRT Data

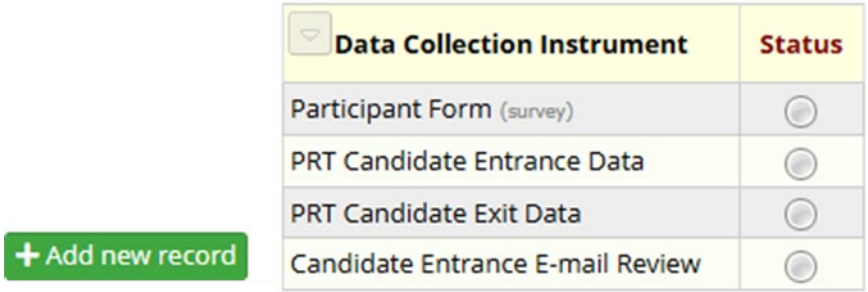
1. Your dashboard will show all PRT records across all locations. Change the dashboard displayed to the Alpha Order if needed.



2. Locate the candidate's name and verify it is the correct candidate by confirming their date of birth. Click on the Record ID number.

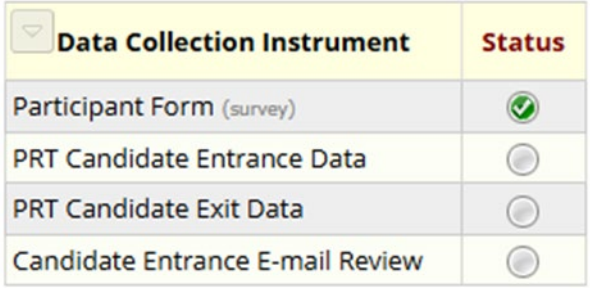


   a. If the person is not yet in REDCap because you elected to have them fill out a paper participant form, click Add new record, and click the Participant Form radio button under the Status column.



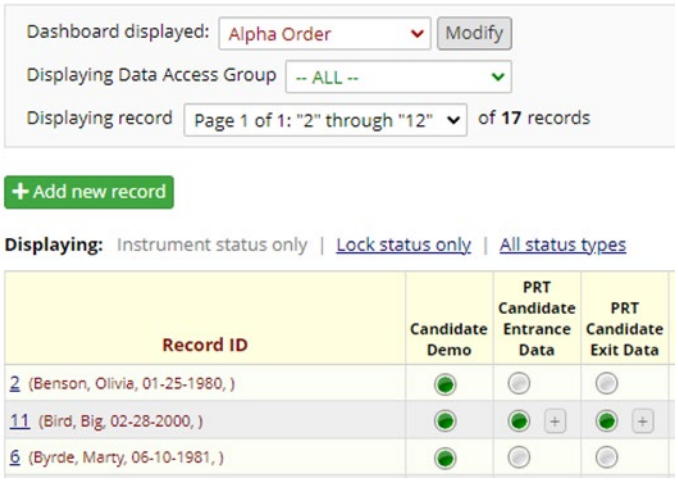
   b. Enter the candidate's name, DOB, and survey information. Use the dropdown to switch "Complete?" from "incomplete" to "complete". Save and exit the form.

3. Click the PRT Candidate Entrance Data 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.



4. Click Record Status Dashboard on the left menu and repeat steps 2-3 for other candidates.

5. 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.



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 for the candidate's most recent entrance exam.



Record ID	Participant Form	PRT Candidate Entrance Data	PRT Candidate Exit Data	Candidate Entrance E-mail Review
1 (test, test, 10-09-2025,)				

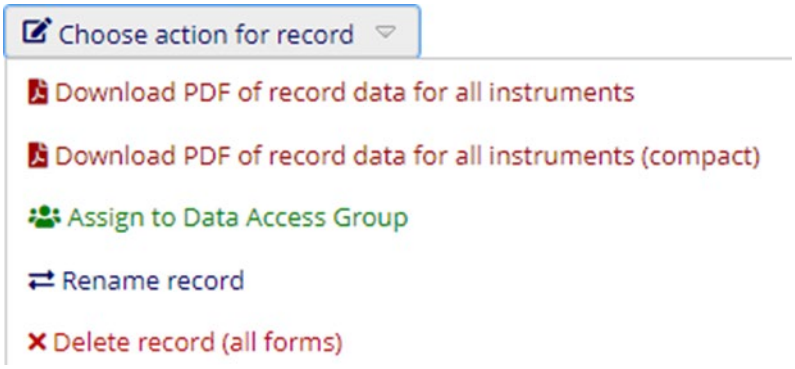
3. Fill out the exit PRT form, switch the "Complete?" dropdown to "complete" and save and exit the form.
4. Return to the Record Status Dashboard and repeat steps 2-3 for as many candidates as needed.
5. If a candidate is doing the exit PRT at your location but they are not in the REDCap system, or already completed an exit test that was entered into REDCap, click Add new record and fill out the participant form with their demographic data. You do not need to fill out the fitness information. You can leave this form incomplete. Click save and exit the participant form, then click the Exit PRT radio button. The candidate should have a red participant form and a green Exit form, but a grey Entrance form.

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.
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/orange dots indicate something on a form is missing. Please click the dots to review the form.
4. 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).



5. To delete every form for the person (and erase the person from REDCap):
    a. 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)"
    b. Warning: this erases everything about this ID (this person), including all their forms attached to that ID number. This should rarely be necessary.

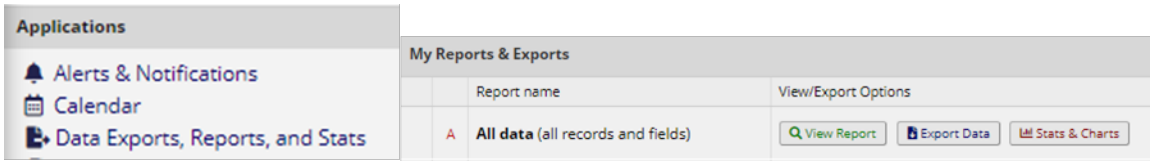


Accessing Resource Documents

1. Click “File Repository” on the left menu under Applications.
2. Click the file you want to download.

Exporting Data and Viewing Results

1. Click “Data Exports, Reports, and Stats” on the left menu.
2. Select a button under "My Reports & Exports" to view tables, charts, and to export raw data files.



Select E-mail Functionality

1. Note: this functionality is only available and applicable to entrance PRTs that took place at locations that requested this functionality from DOJ.
    a. For PRTs at these locations, the participant needs to enter their email on the participant form.
    b. Click the radio button for the Entrance Data. At the end of the Entrance data form, if the entrance PRT was at one of these specific locations, 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.
    c. The Candidate Entrance E-mail Review radio button shows that the e-mail looks like that was sent to the candidate. This is only viewable by the selected locations.

Frequently Asked Questions

1. *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.
2. *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. The additional information added in the November 2026 update will help determine if preparedness and/or weather conditions impact performance.
3. *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.
4. *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.
5. *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.