

**OUHSC Reliability Training for the School Outcomes Measure (SOM)
and the Pediatric Evaluation of Disability Inventory – Computer Adaptive Test (PEDI-CAT)**

INSTRUCTIONS FOR THERAPISTS

PLEASE CONTACT *SSC NAME* IF YOU HAVE ANY QUESTIONS

DATA COLLECTION:

* Student data collection begins at the start of the school year (Aug-Sept), mid year (Dec-Feb), and at the end of the school year (May-June). You will enter data into the online REDCap data collection system.

*You will recruit your students making sure to get the signed consent and HIPAA form.

*Call or e-mail your SSC and give them the student’s grade and GMFCS level

*The SSC will create a unique ID for each student, give to you, and that you will need to record. You will need the Student ID when you record the student data three times year.

*After the SSC creates the student ID, You will receive an e-mail like the following from REDCap:

Please complete the IES survey for student ID asdfg.

You may open the survey in your web browser by clicking the link below:
[DemographicForm](#)

If the link above does not work, try copying the link below into your web browser:
<https://bbmc.ouhsc.edu/redcap/surveys/?s=okGXoa>

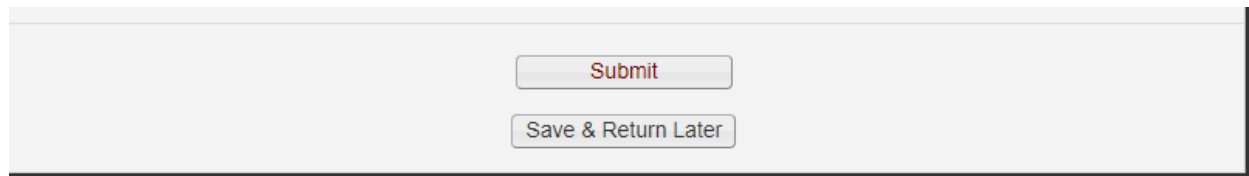
This link is unique to you and should not be forwarded to others.

*Click on the link in the e-mail when you are ready to complete the SOM and upload your completed PEDI-CAT data

*Once you have clicked the link the SOM survey will open for that student:

-You will only complete the demographics form one time, at the beginning of the school year, but will complete the survey form each time.

-At the end of each section click “Submit” to move forward:



-Plan to complete the entire form at one setting.

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-If you cannot complete the form in one setting, you may click “Save &Return Later.” After you click “Save &Return Later” you will receive a REDCap e-mail with a new link. To return to the student survey you must use your return code (see below). **COPY OR WRITE DOWN THE RETURN CODE!**

The screenshot shows a survey completion screen with the heading "Your survey responses were saved!". Below this, there are instructions on how to return to the survey. A modal dialog box is open, titled "'Return Code' needed to return", which prompts the user to copy or write down the return code (3YYD4T3C) and provides a "Close" button.

Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the *survey link* and your *return code*. See the instructions below.

1.) Return Code
A return code is ***required*** in order to continue the survey where you left off. Please write down the value listed below.
Return Code
* The return code will NOT be included in the email below.

2.) Survey link for returning
You have just been sent an email containing a link for continuing the survey. For security purposes, **the email does NOT contain the return code**, but the code is still required to continue the survey. If you do not receive the email soon, please check your Junk Email folder.

Or if you wish, you may continue with this survey again now.

'Return Code' needed to return

Copy or write down the Return Code below. Without it, you will not be able to return and continue this survey. Once you have the code, click *Close* and follow the other instructions on this page.

Return Code:

***FOR THE PEDI-CAT:**

- Plan to complete the PEDI-CAT prior to REDCap data entry.
- REDCap contains a word file to explain how to upload your PEDI-CAT if you need assistance.
- Once you have created your PEDI-CAT file, click upload document on the right hand side and choose the appropriate file from your computer.

The screenshot shows the PEDI-CAT upload interface. It includes a header "PEDI-CAT", a link for "Instructions for exporting PEDI-CAT data", an attachment "PEDI-CAT Exporting Score Report Instructions.docx (0.08 MB)", and an "Attach PEDI-CAT file" section with an "Upload document" button. At the bottom, there are "Submit" and "Save & Return Later" buttons.

PEDI-CAT

[Instructions for exporting PEDI-CAT data](#)

Attachment: [PEDI-CAT Exporting Score Report Instructions.docx](#) (0.08 MB)

Attach PEDI-CAT file

- After the file is uploaded you click submit and are done until the mid-year assessment.
- You will receive an **e-mail 2 weeks** before the next assessment is due.

. PLEASE CONTACT SSC NAME IF YOU HAVE ANY QUESTIONS