

Instructions for Getting Access to DDP REDCap System

To request access to the REDCap system that will replace e2Virginia, please follow these instructions carefully, complete and submit the requested forms to DDPRedCap@vdh.virginia.gov or via fax to the attention of "DDP REDCap Team" at 804-864-8053.

1. Getting access to REDCap

- a. If requesting access to REDCap, you will need to first get access to VDH's REDCap by completing this form: <https://redcap.vdh.virginia.gov/redcap/surveys/?s=HF3LC88WMH>. You will need several pieces of information to ensure your access request is processed properly. This information is below.
- b. Select **"I belong to a VDH partner organization."**
- c. Enter your first name, last name, and full e-mail address.
- d. Select **Other** as the VDH Work Unit or Partner Organization
- e. Type your **Agency's Name** when asked to Please Specify Other VDH Work Unit or VDH Partner Organization
- f. Type **"DDP REDCap"** for Name of VDH Supervisor/VDH Sponsor.
- g. Type **DDPREDCap@vdh.virginia.gov** for VDH Supervisor's/VDH Sponsor's E-mail.
- h. Click the check to submit your request.

2. Getting access to the DDP REDCap system

- a. Once you complete the steps above, fill out the DDP REDCap Access Form on the next page. The Types of access you can request are:
 - **Data Entry:** For agency staff who need to enter data into the system only.
 - **Reports:** For agency staff who will be responsible for requesting client-level or aggregate reports from Division of Disease Prevention (DDP).
 - **CAREWARE File Import:** For agency staff who are responsible for sending monthly CAREWARE files to DDP.
 - **Out of Care List Download:** For agency staff who are involved in downloading OOC lists for Data to Care activities.
- b. The levels of access you can request are:
 - Agency User/Data Entry: Grants permission to enter and modify data for new or existing records only.
 - Agency Administrator: Grants permission to add, modify, or delete data. Recommended for agency staff at a supervisory level.
- c. Read and sign the Data Security & Confidentiality Guidelines "Verification of Receipt and Assurance of Key Requirements for non-DDP Personnel". For a copy of the Data Security & Confidentiality Guidelines, please go to: <http://www.vdh.virginia.gov/content/uploads/sites/10/2017/05/Final-DDP-Security-and-Confidentiality-Policies-and-Procedures-1.pdf>.
- d. Submit the DDP REDCap Access Form and signed Data Security & Confidentiality Guidelines "Verification of Receipt and Assurance of Key Requirements for non-DDP Personnel" via email to DDPREDCap@vdh.virginia.gov or via fax to DDP REDCap Team at 804-864-8053.

3. Setting up your account

- a. You will receive a confirmation e-mail from REDCap@vdh.virginia.gov once your request is processed and approved. This e-mail will have your REDCap username and a prompt for you to make a password. Go ahead and click the link in your e-mail to proceed with setting up a new password. Record your username and password.
- b. You will receive a second e-mail from DDPRedCap@vdh.Virginia.gov asking for your username. This is the last piece of information needed to grant you access to the DDP REDCap system.
- c. Please note that **all agencies are required to notify DDP of users who are no longer with their agency within one business day so access to REDCap can be terminated by emailing DDPRedCap@vdh.virginia.gov.**

DDP REDCap System User Access Request Form

- Complete and submit this page via email to DDPREDCap@vdh.virginia.gov or via fax to DDP REDCap Team at 804-864-8053.
- Submit a signed Data Security & Confidentiality Guidelines "Verification of Receipt and Assurance of Key Requirements for non-DDP Personnel". **Your request will not be approved without a signed certificate of receipt.** For a copy of the Data Security & Confidentiality Guidelines, please go to: <http://www.vdh.virginia.gov/content/uploads/sites/10/2017/05/Final-DDP-Security-and-Confidentiality-Policiesand-Procedures-1.pdf>
- Agencies are required to notify DDP of users who are no longer with their agency within one business day so access to REDCap can be terminated by emailing DDPRedCap@vdh.virginia.gov.**

DDP REDCap System Access Request	
Type of Access Requested:	<input type="checkbox"/> Data Entry <input type="checkbox"/> Reports <input type="checkbox"/> CAREWARE File Import <input type="checkbox"/> Out of Care (OOC) List Download
Action Requested:	<input type="checkbox"/> Add User <input type="checkbox"/> Remove User <input type="checkbox"/> Modify User Access
Date of Request:	_____
User's First and Last Name:	_____
User Title/Role:	_____
Agency Name:	_____
User Email:	_____
User Phone Number:	_____
Specific Need for Access:	_____
Supervisor Name:	_____
Supervisor Signature:	_____
Check here for level of requested access:	<input type="checkbox"/> Agency User/Data Entry <input type="checkbox"/> Agency Administrator
VDH Administration Use Only:	
Action:	<input type="checkbox"/> Add User <input type="checkbox"/> User <input type="checkbox"/> Disapproved
Signature/Date:	_____
Role:	<input type="checkbox"/> Agency User <input type="checkbox"/> Agency Administrator <input type="checkbox"/> VDH User <input type="checkbox"/> VDH Administrator
REDCap User Name:	_____
Notes: 	