



Quick Start Guide

Virginia Healthy Heart Ambassador Blood Pressure Self-Monitoring (HHA BPSM) Program – Data Reporting

Last updated: October 3, 2025

General Tips

- The HHA BPSM data reporting tool has a total of 10 survey forms – Enrollment (1 form), Office Hours (8 forms), and Closeout (1 form).
- Use ^{AAA}  in the top right corner of the form to adjust the font size on the page.
- Used the calendar icon  to select desired date for a date field or type it in using the format MM-DD-YYYY.
- Enter a valid **Email Address** in each form for the person responsible for completing the online surveys and receiving email notifications to complete additional survey forms. **Double check the email address is spelled correctly.*
- If a form is started but not submitted, the responses will not be saved and the form will need to be completed from the beginning.

Enrollment Form

- Always **Enroll** a new HHA BPSM participant using this link, <https://redcap.link/HHA-BPSM>.
- **Participant ID** must be entered using the format outlined on the survey page to ensure each participant has a unique ID.
- Current version of the **Participant Consent Form** is available on the [Training Resources](#) website.

Office Hour Form

- Each **Hour Office** form has a unique link that can only be submitted once. The link does not expire and can be used until the form is completed and submitted.
- **Nutrition Education** sessions should be documented only if they have occurred since the previous Office Hour meeting. Do not include sessions on the form that are planned or scheduled but not yet completed.

Closeout Form

- Each **Closeout** form has a unique link that can only be submitted once. The link does not expire and can be used until the form is completed and submitted.