

## Using REDCap for Repeating Surveys for Non-Longitudinal Studies

A survey in REDCap may be used multiple times, which is useful when a survey is needed before and after an event (i.e., training).

Surveys must be sent to participants from REDCap (they cannot go out from Outlook).

1. Create the survey(s) as usual in REDCap (see Quick Guide to Using REDCap for Basic Surveys, <https://www.upstate.edu/imt/departments/research-core/redcap.php>)
  - a. Be sure that surveys are enabled on the Project Setup tab and for the survey instrument (see the Online Designer)

**Main project settings**  
  Use surveys in this project? [?](#) [VIDEO](#)  
  Use longitudinal data collection with defined events? [?](#)

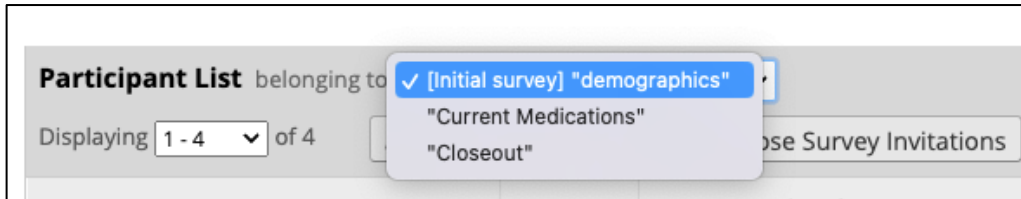
Instrument name	Fields	View PDF	Enabled as survey	Instrument a
demographics	4		<input checked="" type="checkbox"/>	<input type="button" value="Choose acti"/>
Knowledge about patient safety	98		<input checked="" type="checkbox"/>	<input type="button" value="Choose acti"/>
Assessment of patient safety training	1		<input checked="" type="checkbox"/>	<input type="button" value="Choose acti"/>

2. Enable *Repeating instruments* and select those surveys that will be repeated.

**Enable optional modules and customizations**  
  Repeating instruments [?](#)  
  Auto-numbering for records [?](#)  
  Scheduling module (longitudinal only) [?](#)

Repeat this instrument?	Instrument name	Custom label for repeating instruments (optional) <a href="#">?</a> Example: [visit_date], [weight] kg
<input type="checkbox"/>	demographics	<input type="text"/>
<input checked="" type="checkbox"/>	Knowledge about patient safety	<input type="text"/>
<input type="checkbox"/>	Assessment of patient safety training	<input type="text"/>

3. Add your participants to the Participant list (see Survey distribution tools)
  - a. Additional participants may be added at any time
4. Use *Compose Survey Invitations* to send the **first survey** (the one that is at the top of the list in the Designer) to participants.
  - a. The initial survey is selected by default in the dropdown



- b. All participants are selected by default but may be unselected
  - c. A new instance of a participant's email will be added to the Participant List to accommodate repeating surveys (this is one sign that it is set up properly)
5. Use *Compose Survey Invitations* to send subsequent surveys
  - a. Select the survey(s) that need(s) to be sent from the dropdown and compose a survey invitation as before.
    - \*\* Note: Participants must complete the initial survey before they can receive any others, and must complete the surveys in order. (i.e., if the second survey has not been completed, the third survey cannot be sent to those participants)

Repeatable instruments can be sent as many times as needed in this way.

## Use case for repeating surveys: pre- and post-event survey

A training on patient safety will be held in a few weeks. The effectiveness of the training may be measured by what participants learn and their opinions about the survey.

Three surveys will be created:

1. Demographics: to collect information about role, department, education level, etc. Sent once.
2. Knowledge of patient safety: to test the participants' knowledge before and after the training. Sent twice.
3. Assessment of patient safety training: to ask participants for feedback about the training itself (i.e., content, length, approach, etc.). Sent once.

Enable the second survey as a repeating instrument.

Send the initial survey (Demographics) to participants. If the second survey may be completed at the same time as Demographics, select *Auto-continue to the next survey?* in *survey settings*.

After the training is completed, go to *Compose Survey Invitations* to send the second survey again.

The third survey may be sent out at any time using a **separate survey invitation**.