OBI DQF Data Collection, Assurance and Quality Training

Version: 1.2 - Date: July 17, 2024

This manual is to be used by the Neuroinformatics Leads or related staff of each program that are collecting data directly on Brain-CODE to administer training sessions for data collection across REDCap, LabKey, and/or SPReD on Brain-CODE. The training documents should be completed in the same order as listed below. For Data Producers collecting data on their own systems, please ensure training is provided according to your own institutional policies.

1. Introduction to the Brain-CODE Portal

Provides an overview of the Brain-CODE portal and its functionalities.

Note: Part of mandatory training for all users of Brain-CODE data capture tools.

- See document: "Training Materials/Introduction_Portal_Manual_2018.pdf"

2. Subject Naming Conventions

Before entering data it is important to note that Brain-CODE requires that a standard subject naming convention be used when creating a new participant entry in the Subject Registry and for surveys in REDCap. Subject IDs are an essential component for enabling the integration of different data types across platforms and systems within Brain-CODE. Within data capture systems, subject IDs follow a standard format to promote the harmonization of subject data throughout Brain CODE.
- See document: "Training Materials/Naming_Standards_Manual_2018.pdf"

Note: Part of mandatory training for all users of Brain-CODE data capture tools.

3. Subject Enrollment

Prior to collecting new participant data, you must enroll them. Subject enrollment is done in two parts:
1. Complete the REDCap **Subject Enrollment and Informed Consent** eCRF.
2. Add the participant to the **Brain-CODE Subject Registry**.

- See document: "Training Materials/Registry_Training_Manual_2018.pdf"

4. REDCap

This is a data platform within the Brain-CODE portal used for collecting clinical data electronically. Brain-CODE studies use web-based data capture. REDCap collects patient-reported and clinician-administered measures. Programs *should* collect all clinical data via REDCap.

- See document: "Training Materials/REDCAP_Training_Manual_2018.pdf"

Additional REDCap eCRF creation training is also available upon request. Please contact help@braincode.ca for more details.

5. SPReD/XNAT

SPReD/XNAT is a comprehensive database for the storage, management, and analysis of imaging data including MRI, PET, EEG, CT, as well as other types of data such as gait measures and pathology. There are three training manuals relevant to SPReD. Please review in the order listed below.

1. See document: "Training Materials/Introduction_SPReD_Manual_2018.pdf"
2. See document: "Training Materials/SPReD_Naming_Conventions_2019_v1.1.pdf"
3. If image upload required, see document: "Training Materials/SPReD_FileUpload_Training.pdf"

6. LabKey

LabKey is a data management system which enables the tracking of molecular, genomics and other "omics" data types. LabKey is utilized in the organization, curation and sharing of molecular data collected by IDPs. It also provides a secure data repository which allows for web-based queries, reports and collaboration tools. Here are three training manuals relevant to LabKey. Please review in the order listed below:

1. Brain-CODE Portal Credentials - *Received in an email when portal account is created*
2. LabKey Credentials – *Received in an email when LabKey account is created*
3. See document: "Training Materials/LabKey_Data_Sharing_Manual_2018.pdf"

7. OBI DQF REDCap Tools & Procedures

This document provides an overview and instructions on how to use several built-in REDCap features (missing data codes, data quality rules, data resolution workflow), and several OBI-developed tools (Participant Status form, Missing Data Flagging form, OBI Data Quality Reports) to facilitate the concepts described in the Data Quality Framework. Please review the follow document:

- See document: "OBI DQF REDCap Tools & Procedures.docx"

8. Support

For technical/login and general assistance please email: help@braincode.ca