ECTU Central Office SOP ECTU_REDCap_10: REDCap Application Updates

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Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	17-July-2017	• Initial creation/New document
2.0	19 Aug 2024	• Document moved to new template • Change to document name • Wording and process updates throughout

1.0 PURPOSE

The REDCap application has two separate versions of the software available for download at all times; Standard release and Long Term Support (LTS). It is recommended (by the REDCap application administrators at Vanderbilt) that if the application is used in a regulated environment then LTS is the version that should be used. Mentions of REDCap within this document from herein refer to the LTS version only.

ECTU has access to two instances of REDCap held on different servers (Development server and Production server). The versions of REDCap on both servers should always be identical except during the update process. Both servers have in common an identical project with identical data called 'Operational Qualification Sample Project' (OQSP).

This SOP describes the procedure for updating the REDCap application on both servers. This describes the process for patch updates to an existing version and implementation of an updated new version of the application.

2.0 SCOPE

This SOP applies to staff in the following roles within the ECTU Data Management Team as REDCap study database developers with administrative rights (ECTU REDCap Administrators) to the application:

- Data Manager
- Assistant Data Manager
- Data Management and Programming Architect

3.0 RESPONSIBILITIES

The update procedure is completed with the REDCap Server Administrators within the IGMM Information Services unit in the University of Edinburgh. The REDCap Administrator is responsible for implementing the updates on the servers.

The ECTU REDCap Administrators are responsible for completing all checks to ensure the update is successful.

4.0 PROCEDURE

4.1 Upgrading the LTS version of REDCap

4.1.1 New LTS versions for REDCap are released on an approximate 6 month schedule, every December/January and June/July. The previous version is supported for approximately 2 months after the release of the latest version (where 'supported' means patches provided).

4.1.2 When ECTU personnel are made aware of the release of a new LTS version by the IGMM REDCap Server Administrator, the upgrade process will be initiated following the steps outlined below:

1. ACTION BY IS - The development server instance of REDCap is updated in line with the manufacturer's specifications/guidelines.

2. ACTION BY ECTU – CHECK 1:- check that the basic functionality of REDCap is working (creation of a new project, adding fields, adding data, data dictionary exports, data exports, adding new users). The results are recorded in the RC016 Development REDCap Update Checklist.

3. ACTION BY ECTU – CHECK 2:- download the data dictionary for the development server 'OQSP' and compare this with the data dictionary of the production server 'OQSP'. The result is recorded in the RC016 Development REDCap Update Checklist.

4. ACTION BY ECTU – CHECK 3:- download the data for the development server 'OQSP' and compare this with the data of the production server 'OQSP'. The result is recorded in the RC016 Development REDCap Update Checklist.

4.1.3 If all 3 of the above checks are passed then proceed to Step 5-10 below.

4.1.4 If any of the checks fail, the REDCap installation team are informed and ECTU will restart the checks at step 2 once the installation team have confirmed they have corrected the error.

4.1.5 All copies of the RC016 Development REDCap Update Checklist (including any failed checks as applicable) should be saved in the relevant update folder (by date) here: U:\MVM\CollegeOffice\ECT Unit\Data Management\REDCap Updates

5. ACTION BY ECTU - An e-mail will be sent to all contacts for live studies informing them that REDCap is being upgraded and specifying the period of downtime that will result. Two weeks notice should be given if possible.

6. ACTION BY ECTU - An e-mail will be sent to the REDCap upgrade team formally requesting that REDCap is upgraded on the Production server to the same version as the Development server, at the time and date specified to sites above.

7. ACTION BY IS - The production server instance of REDCap is updated in line with the manufacturer's specifications/guidelines.

8. ACTION BY ECTU – CHECK 1:- Once the e-mail confirmation has been received that the upgrade is complete ECTU will visually check that a randomly selected group of 10 projects exist, have the same number of instruments as before the upgrade and the same number of participants. The results are recorded in the RC017 Production REDCap Update Checklist.

9. **ACTION BY ECTU – CHECK 2:-** The production server OQSP data dictionary will be compared with the development server OQSP. The result is recorded in the RC017 Production REDCap Update Checklist.

10. ACTION BY ECTU – CHECK 3:- The production server OQSP data will be compared with the development server OQSP. The result is recorded in the RC017 Production REDCap Update Checklist.

4.1.6 If all 3 of the above checks are passed then an e-mail will be sent to all contacts for live studies informing them that REDCap has been upgraded. Data access will be re-granted. Temporary files holding Data dictionaries and Data will be deleted.

4.1.7 If any of the 3 checks fail, the REDCap installation team are informed and ECTU will restart the checks at step 6 once the installation team have confirmed they have corrected the error.

4.1.8 All copies of the RC017 Production REDCap Update Checklist (including any failed checks as applicable) should be saved in the relevant update folder (by date) here: U:\MVM\CollegeOffice\ECT Unit\Data Management\REDCap Updates

4.2 Patches to the existing LTS version of REDCap

4.2.1 Patches for REDCap are released intermittently throughout the lifecycle of a version.

4.2.2 The REDCap Server Administrator at IGMM will apply updates to both the development server and production server instances of REDCap when available. This does not require ECTU personnel involvement.

5.0 RELEVANT DOCUMENTS AND REFERENCES

ECTU Shared Drive

- RC016 Development REDCap Update Checklist
- RC017 Production REDCap Update Checklist

ECTU_SOP_REDCap_10 REDCap Application Updates v2.0

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