

## REDCap School Absenteeism Surveillance System Q&A

### **Q. What day do I begin reporting data?**

A. You can begin reporting data on the Wednesday *after* the first full week of school. For most schools the first day of reporting will be Wednesday, September 15, reporting for the week of September 5 to 11 (if the school begins the school year on September 7).

### **Q. What if I completed the survey last week before I realized this?**

A. That is fine. Please start answering for the previous full week the next time you complete the form.

### **Q. Will schools still be asked to complete this survey on Wednesday each week?**

A. Yes. The survey is meant to be completed every week on Wednesday for required public health surveillance as this is the day of the week that most schools are in session. If circumstances mean the survey is completed later, that is fine, too. Remember most questions refer to the previous full week.

### **Q. Do all questions refer to the previous full week?**

A. Most questions refer to the previous full week. Only one question and comment box ask about today/the day you are completing the survey. That question is "Does your school currently (today) have absenteeism over 10% due to illness?" All other questions, besides this one, refer to the previous full week.

### **Q. Will the LHD be responsible for sending a reminder to complete the survey each week or will it be automatically be sent to the school once they enroll?**

A. A reminder e-mail will be sent automatically every Wednesday morning. The e-mail used is the e-mail address of the person who completed the initial enrollment form. If you would like to change this e-mail address, please contact Robin Williams at [robin.m.williams@nebraska.gov](mailto:robin.m.williams@nebraska.gov) or Andrew Delicata at [andrew.delicata@nebraska.gov](mailto:andrew.delicata@nebraska.gov).

### **Q. Will schools be able to enroll themselves once the survey is live?**

A. Yes, enrollment is done using the initial school survey form.

### **Q. How does the health department access the data collected each week?**

A. LHD's will be able to access data for their schools starting the week of September 12. Use your REDCap credentials to access the dashboard and report.

### **Q. What if I do not have the information the survey asks for?**

A. If the question is not "required" and marked with a red asterisk, the question can be skipped. If the question is "required", please provide an answer.

### **Q. The schools in my region prefer to report by building even when more than one school shares the same space. Can schools be combined to accommodate these situations?**

A. Yes! If you would like us to combine schools that share the same building, please send us an e-mail with the names of the schools that should be combined and what the new combined name should be. Contact Andrew Delicata at [andrew.delicata@nebraska.gov](mailto:andrew.delicata@nebraska.gov) or Robin Williams at [robin.m.williams@nebraska.gov](mailto:robin.m.williams@nebraska.gov).

**Finally, a reminder that some LHD names seem similar in a drop-down menu. You might remind the schools (or whoever is completing the enrollment form) to be mindful of the LHD districts that have similar names. For example, "Central/East Central/North Central", "Three Rivers/Two Rivers", and "Southeast/Southwest".**