

# CHOP REDCap Witness/Interpreter E-consent Process

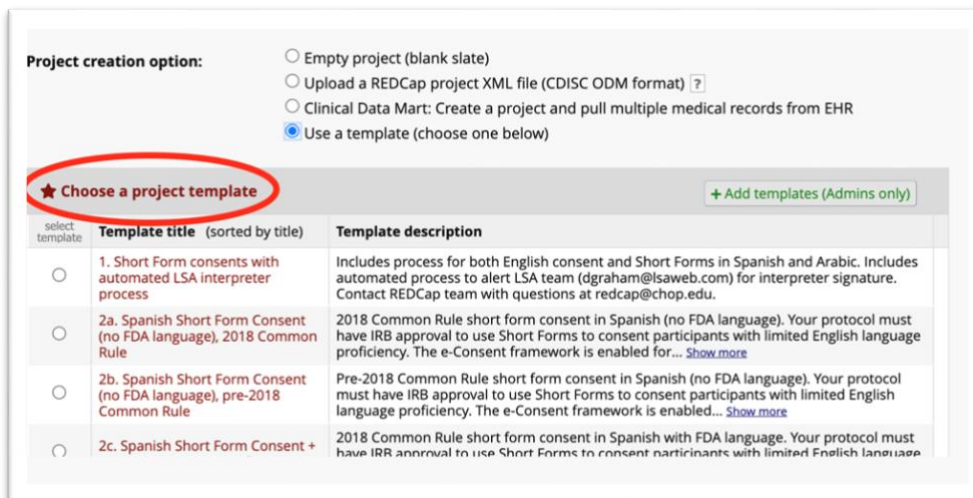
This REDCap e-consent process using short forms in languages other than English and a survey to obtain the interpreter signature has been reviewed by the CHOP REDCap team ([redcap@chop.edu](mailto:redcap@chop.edu)), CHOP IRB, and CHOP Research Compliance.

This process assumes the remote interpreter works for LSA. All automated interpreter emails are sent to LSA at [dgraham@lsaweb.com](mailto:dgraham@lsaweb.com).

Remember, all REDCap e-consent projects require a meeting with a REDCap administrator before going live. Contact the REDCap team at [redcap@chop.edu](mailto:redcap@chop.edu) to schedule.

## I. Getting started: use template project to start, or download .zip files of relevant forms/surveys

When creating a new project, you can choose from the templates shown when selecting “Use a template”:



The screenshot shows the 'Project creation option:' section with four radio buttons. The 'Use a template (choose one below)' option is selected. Below this is a section titled '★ Choose a project template' with a '+ Add templates (Admins only)' button. A table lists four templates:

select template	Template title (sorted by title)	Template description
<input type="radio"/>	1. Short Form consents with automated LSA interpreter process	Includes process for both English consent and Short Forms in Spanish and Arabic. Includes automated process to alert LSA team ( <a href="mailto:dgraham@lsaweb.com">dgraham@lsaweb.com</a> ) for interpreter signature. Contact REDCap team with questions at <a href="mailto:redcap@chop.edu">redcap@chop.edu</a> .
<input type="radio"/>	2a. Spanish Short Form Consent (no FDA language), 2018 Common Rule	2018 Common Rule short form consent in Spanish (no FDA language). Your protocol must have IRB approval to use Short Forms to consent participants with limited English language proficiency. The e-Consent framework is enabled for... <a href="#">Show more</a>
<input type="radio"/>	2b. Spanish Short Form Consent (no FDA language), pre-2018 Common Rule	Pre-2018 Common Rule short form consent in Spanish (no FDA language). Your protocol must have IRB approval to use Short Forms to consent participants with limited English language proficiency. The e-Consent framework is enabled... <a href="#">Show more</a>
<input type="radio"/>	2c. Spanish Short Form Consent +	2018 Common Rule short form consent in Spanish with FDA language. Your protocol must have IRB approval to use Short Forms to consent participants with limited English language

This process uses template *1. Short Form consents with automated LSA interpreter process*.

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## II. REDCap features to turn on within your project:

1. E-Consent framework
2. Survey settings: save completed survey to PDF field
3. Alerts & Notifications: set up to send completed pdfs to participant
4. Optional:
  - Form Display Logic
  - Multi-language Management
  - Default email field in template project is set to LSA representative [dgraham@lsaweb.com](mailto:dgraham@lsaweb.com), but instead, study teams could choose to send interpreter invitation manually to LSA.

## III. General workflow:

1. Study staff enters preferred language (English/Spanish/Etc.)— this is used branching logic and optionally Form Logic/MLM
2. Staff set up interpretation appt per usual process.
3. Once known from LSA, add interpreter ID to participant's record.
4. During interpretation/consent appointment:
  - a. The study team would have the study summary document open as REDcap e-consent survey and study team would mark responses to optional consent questions as needed per subject's verbal responses as interpreted by LSA. (Completed by study staff.)
  - b. Participant has short form in their language open as REDCap e-consent survey. (Completed by participant.)
5. Once the study summary document and short form are submitted as e- consent surveys, PDFs of both are saved to be displayed in interpreter signature form, which is automatically sent to LSA at [dgraham@lsaweb.com](mailto:dgraham@lsaweb.com).
6. LSA contact [dgraham@lsaweb.com](mailto:dgraham@lsaweb.com) forwards REDCap interpreter signature form to the appropriate interpreter, based on Interpreter ID that is piped into invitation.
7. Interpreter reviews attached PDFs and language from study summary and short forms, signs and submits their survey.
8. Optional: use Alerts to send all completed PDFs to participant.