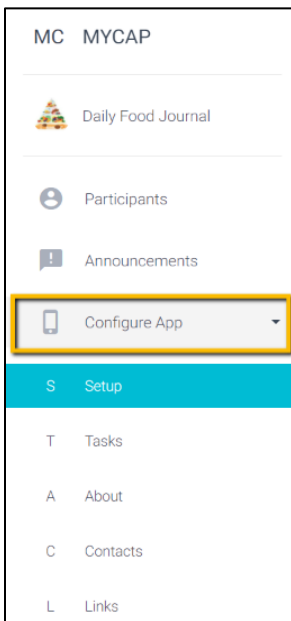# Using MyCap's Baseline Date Setting

By default, MyCap tasks are scheduled based on the participant's install date (e.g., the date they join your project). However, you can also set any task to recur based on a "baseline date" (e.g., date of discharge, surgery date), which can be important when participants' tasks need to be based off a specific date (e.g., two weeks from discharge, three days after a procedure). The baseline date can be manually entered by the study team when setting up a participant's access to MyCap or the participant can enter it when they join your project.
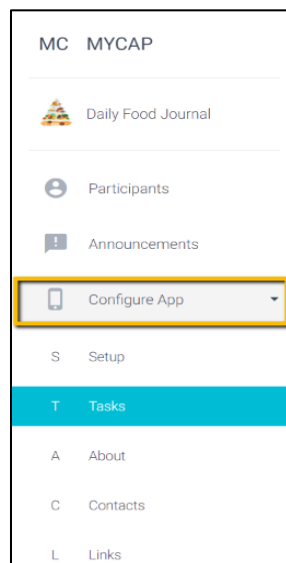
Turning on the Baseline Date

If any of your project's tasks should be scheduled based on a baseline date for participants (as opposed to the default install date), follow the steps below:

- ☐ Under **Configure App**, select **Setup**.
- ☐ Turn on the baseline date toggle.
- ☐ Indicate if you want to provide instructions, such as when the task should be completed.
- ☐ Enter a **title** for the task (e.g., "Shoulder Surgery")
- ☐ Enter a **Yes/No question** about the baseline (e.g., "have you had your shoulder surgery?")
- ☐ Enter your question about the baseline **date**, (e.g., "When did you have your surgery?")

Scheduling Tasks Based on the Baseline Date

Once the baseline option is turned on for a project, any task can be scheduled based on the Install or Baseline date. Follow these steps to assign tasks to be scheduled based on the baseline date.

Capturing Participant's Baseline Date

The baseline date can be entered in two ways: 1) it can be entered on the participant's intake survey that is used to generate the QR Code or 2) participants can enter their baseline date using the MyCap app after joining your project. ***Note: If participants enter the baseline date on the app, they cannot complete any other task on the app until the baseline date is entered, even if other tasks are not based on the baseline date.***

1) Entering the Baseline Date for Your Participants:

☐ Add your participant either through REDCap or the MyCap interface.

☐ Go to **Record Status Dashboard** in REDCap and click on the **Intake Survey** of the participant for whom you want to enter the baseline date. Enter the baseline date.

☐ At the bottom the form select **complete** in the last section. Click **save & exit form.** *A baseline task will no longer appear to your participants.*

Participant Information

A A A
⊞ ⊟

Please complete the survey below.

Thank you!

1)	**First Name**	Barran
2)	**Last Name**	Magda
3)	**Baseline Date**	2022-02-23 📅 [Today] Y-M-D
4)	**Email address**	bmagda@hotmail.com

2) Participants Enter Baseline via MyCap App (screenshots)

☐ As soon as participants have joined your project they will be prompted to complete the baseline task by answering the **Yes/No question** about the baseline date (e.g., "have you had your shoulder surgery?") and question about the baseline date, (e.g., "When did you have your surgery?") that you included when you turned on the Baseline setting in the MyCap interface. *Participants will only be asked to complete this task one time.*

☐ Participants are then able to view any other tasks scheduled for them.

Frequently Asked Questions:

1. **What if I have multiple baseline dates?** If tasks have different baseline dates, we'd recommend creating separate MyCap projects to schedule tasks based on the appropriate baseline date.

2. **Can I edit the baseline date after a participant begins or if the participant enters the wrong baseline date?** Yes, you can by editing the record in REDCap. However, in order for the participant's task schedule to accurately reflect the updated baseline date in MyCap, you will need to instruct them to delete the project from their phone and rejoin the project using the same code or link as they originally used to join. Additionally, if you would like to edit the baseline date to a point in time that has already passed, you must turn allow "Retroactive Data Completion" in the MyCap interface (See **Setup > Tasks >** select the task(s) > turn on the "Retroactive Data Completion" toggle.

3. **Should I enter the baseline date for my participants in the intake survey or have them enter the baseline date on the app after joining the project?** This is completely up to you and your study team. Participants can enter their own baseline date if they are likely to remember and know the correct baseline date. However, if your study team is doing the MyCap intake survey process in person or over the phone with a participant, they could manually enter the baseline so that participants see their study tasks when they first login.

4. **What if participants need to complete tasks prior to entering their baseline date?** If the baseline date is enabled on your project, participants are unable to complete any other task on MyCap prior to entering the baseline date. For example, if participants are completing assessments while in the hospital and then you'd like to trigger tasks based on their discharge date (as the baseline), you will need to set up two projects – one without a baseline enabled and another with the baseline enabled to trigger tasks based on the baseline date.

Publishing Changes to MyCap and Project Instruments/Tasks

Project teams should "publish" any changes made to REDCap instruments and after making changes to the MyCap Configure App section. Changes made to your project's instruments in REDCap or in the MyCap interface will not show up in MyCap until they have been published. This allows researchers to make modifications in their project without impacting participants immediately. Once a researcher has made all intended changes, they can publish the changes for participants.

1. Go to the left-hand menu in the MyCap interface and hit **Publish**.
2. Click **Publish New Version** when prompted on the next screen

Note: MyCap versioning is automatic, and you will see the version referenced on which a participant completed an instrument in the REDCap exports.