



Reference Sheet for Correcting REDCap Errors

WORKFORCE DEVELOPMENT AGREEMENT & REDCAP

Purpose: This reference sheet provides a summary of all WDA data elements in REDCap, how to identify and correct errors, and instructions for completing each field. Client records with missing required fields or invalid entries cannot be submitted for mandatory provincial and federal reporting.

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
Staff Information -NEW-		
Assigned to User (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Select your mnemonic (IH staff only) or email address (contracted services staff only) from the pre-populated drop-down menu.
Client Information		
Social Insurance Number Provided (Mandatory)	<p>Error #1: Neither the 'Yes' or 'No' radio button is selected on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. • NOTE: When 'No' radio button is selected, warning 'Erase current value of the field Social Insurance Number?' appears if the old prefer not to report value (999999999) was entered in the Social Insurance Number field. Click 'OK' to resolve this and hide the field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Select the 'Yes' radio button if SIN provided. • Prefer Not to Report option: <ul style="list-style-type: none"> ○ Correct entry if client does not have a SIN or declines to provide: Select the 'No' radio button. ○ No longer need to enter default value if client chooses not to report SIN.
Social Insurance Number (Conditional)	<p>Error #1: An alert message appears and field turns red after entering data or putting cursor in field.</p> <p>Error #2: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review format instructions and correct data entered in field. <p>Error #3: Alert for missing required field appears when saving form.</p>	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Yes' is selected for Social Insurance Number Provided. • Field will be hidden if 'No' is selected for Social Insurance Number Provided. • Correct format: Nine numeric digits only, no spaces. <ul style="list-style-type: none"> ○ Correct entry: 123456789 ○ Incorrect entries: 123 456 789 or 123-456-789 or 999999999123456789

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
	<ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	
Last Name (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. <p>Error #3: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • If client has only one legal name (i.e. Simba), enter single legal name in the Last Name field. • Correct format: Alphabetical characters plus special characters listed below. <ul style="list-style-type: none"> ○ Correct special characters: – ‘ ○ Correct entries: Jones-Smith, O'Reilly ○ Incorrect special characters: (),/, ○ Incorrect entry: Robert (Bob)
First Name (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. <p>Error #3: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank unless client has only one legal name (i.e. Simba). No longer need to enter default value. • Correct format: Alphabetical characters plus special characters listed below. <ul style="list-style-type: none"> ○ Correct special characters: – ‘ ○ Correct entries: Keri-Anne, D'Andre ○ Incorrect special characters: (),/, ○ Incorrect entry: Robert (Bob)
Date of Birth (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. <p>Error #3: Data Quality warning appears for invalid range when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Clients must be over 16 and under 100 years of age. • Correct format: YYYY-MM-DD <ul style="list-style-type: none"> ○ Click on the calendar icon and select year and month before selecting day. ○ NOTE: If date is selected using the calendar icon in an order other than YYYY-MM-DD, the calendar will close and automatically select the current year (i.e. 2021) resulting in an invalid birth date.

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
Email Address (Optional)	<p>Error: Field contains an entry but client does not have an email address or doesn't want to report this data element.</p> <ul style="list-style-type: none"> • Action required: Review instructions and delete entry. 	<ul style="list-style-type: none"> • Leave field blank if client does not have an email address or chooses not to report. • Correct format: janedoe@gmail.com <ul style="list-style-type: none"> ○ Incorrect entry: No email address or N/A or None or No email.
Phone Provided (Mandatory)	<p>Error #1: Neither the 'Yes' or 'No' radio button is selected on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. • NOTE: When 'No' radio button is selected, warning 'Erase current value of the field Phone Number?' appears if the old prefer not to report value (No Telephone) was entered in the Phone Number field. Click 'OK' to resolve this and hide the field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Select the 'Yes' radio button if phone number provided. • Prefer Not to Report option: <ul style="list-style-type: none"> ○ Correct entry if client does not have a phone number or declines to provide: Select the 'No' radio button. ○ No longer need to enter default value if client chooses not to report or doesn't have a phone.
Phone Number (Conditional)	<p>Error #1: An alert message appears and field turns red after entering data or putting cursor in field.</p> <p>Error #2: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review format instructions and correct data entered in field. <p>Error #3: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Yes' is selected for Phone Provided. • Field will be hidden if 'No' is selected for Phone Provided. • Area code must be in Canada. • Correct format: 10 numeric digits only, no spaces. <ul style="list-style-type: none"> ○ Correct entry: 1235551234 ○ Incorrect entries: 123-555-1234 or (123) 555-1234 or 1235551234No Telephone
Education Level (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Must complete Education Level Comment field ONLY if 'Other' option is selected in this field. • Prefer Not to Report option: Select 'Prefer not to report' from drop-down menu.
Education Level Comment	<p>Error #1: Warning 'Erase current value of the field Education Level Comment?' appears when accessing an existing record.</p>	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Other' is selected for Education Level.

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
(Conditional)	<ul style="list-style-type: none"> • Action required: Click 'OK' to hide this field and remove comment as does not apply unless 'Other' is selected for Education Level. <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Field will appear only if 'Other' is selected for Education Level. • 150 character limit. • Correct format: Alphabetical and numeric digits only.
Client's Gender (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Gender option 'Unspecified' now replaced with 'Other'. • NOTE: The Ministry of Health's Secure File Delivery System is not built to accept additional gender options. • Prefer Not to Report option: Select 'Prefer not to report' from drop-down menu.
Marital Status (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Prefer Not to Report option: Select 'Prefer not to report' from drop-down menu.
Number of Dependents (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. <p>Error #3: A non numeric value (e.g. 'two') was previously entered in this field. Field is now blank.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Select number of dependents from drop-down menu. Select '0' from the drop-down menu if no dependents. • If greater than 10 dependents, select 'Greater than 10' and enter number of dependents in the Number of dependents, if greater than 10 field that appears. • Prefer Not to Report option: <ul style="list-style-type: none"> ○ Correct entry if client declines to provide number of dependents: Select 'Prefer not to report' from drop-down menu. ○ No longer need to enter default value if client chooses not to report.
Number of dependents, if greater than 10 (Conditional)	<p>Error #1: An alert message appears and field turns red after entering data.</p> <ul style="list-style-type: none"> • Action required: Review format instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Greater than 10' is selected for Number of Dependents. • Field is hidden unless 'Greater than 10' is selected. • Correct format: Numeric digits only. <ul style="list-style-type: none"> ○ Correct entry: 11

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	<p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> ○ Incorrect entry: eleven
<p>Language Spoken (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank.
<p>Person with a Disability (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Prefer Not to Report option: Select 'Prefer not to report' from drop-down menu.
<p>Indigenous Identity (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Prefer Not to Report option: Select 'Prefer not to report' from drop-down menu.
<p>Immigrant Status (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Must complete Provide Immigration Year field if 'Yes' is selected in Immigrant Status field. • Prefer Not to Report option: Select 'Prefer not to report' from drop-down menu.
<p>Provide Immigration Year (Conditional)</p>	<p>Error #1: Neither the 'Yes' or 'No' radio button is selected on form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. • NOTE: When 'No' radio button is selected, warning 'Erase current value of the field Immigration Year?' appears if the old prefer not to report value (0000) was entered in the Immigration Year field. Click 'OK' to resolve this and hide the field. <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Yes' is selected for Immigrant Status. • Select the 'Yes' radio button if immigration year is provided. • Field will remain hidden if 'No' or 'Prefer not to report' is selected for Immigrant Status. • Prefer Not to Report option: <ul style="list-style-type: none"> ○ Correct entry if client declines to provide year of immigration: Select the 'No' radio button. ○ No longer need to enter default value if client chooses not to report their immigration year.

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
Immigration Year (Conditional)	<p>Error #1: Warning 'Erase current value of the field Immigration Year?' appears when accessing an existing record.</p> <ul style="list-style-type: none"> • Action required: Click 'OK' to hide this field and remove the old prefer not to report value (no longer needed), OR click 'Cancel' on the warning that appears to keep the entry in the field & review it on the form before correcting it manually. <p>Error #2: An alert message appears and field turns red after entering data or putting cursor in field.</p> <ul style="list-style-type: none"> • Action required: Review format instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Yes' is selected for Provide Immigration Year. • If 'No' is selected for Provide Immigration Year, Immigration Year field will disappear because it does not need to be completed. • Include year only - do not include day or month of immigration. • Correct format: 4 numeric digits only. <ul style="list-style-type: none"> ○ Correct entry: 1994 ○ Incorrect entries: 94 or '94
Visible Minority Status (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Prefer Not to Report option: Select 'Prefer Not to Report' from drop-down menu.
Address Information		
Address Provided (Mandatory)	<p>Error #1: Neither the 'Yes', 'No' or 'Service Office Address' radio button is selected on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. • NOTE #1: When 'No' radio button is selected, warning 'Erase current value of the field Street Address?' appears if the old prefer not to report value (No address) was entered in the Street Address field. Click 'OK' to resolve this and hide the field. • NOTE #2: When 'No' radio button is selected, warning 'Erase current value of the field Province?' appears because the Province field defaults to British Columbia. Click 'OK' to resolve this and hide the Province field. • NOTE #3: When 'No' radio button is selected, warning 'Erase current value of the field Postal Code?' appears if the old prefer not to report 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Select the 'Yes' radio button if address is provided. Select 'Service Office Address' to indicate if you are entering a service office address. • Use service office address if client's address is not in BC. • Prefer Not to Report option: <ul style="list-style-type: none"> ○ Correct entry if client does not have an address or declines to provide: Select the 'No' radio button. ○ No longer need to enter any address default values. ○ if 'No' is selected, Street Address, Province and Postal Code fields will be hidden on form because they do not need to be completed.

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
	value (No Postal Code) was entered in the Postal Code field. Click 'OK' to resolve this and hide the field.	
Street Address (Conditional)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Field contains an invalid Street Address such as '999'.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. <p>Error #3: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Yes' or 'Service Office Address' is selected for Address Provided. • Field will be hidden if 'No' is selected for Address Provided. • Street address only - do not include Town/City, Province or Postal Code. Do not include service office name if using service office address. <ul style="list-style-type: none"> ○ Post office (PO) box information can be entered in the Street Address field if a client prefers to report a PO Box instead of their street address. • Street address format must meet Canada Post guidelines: <ul style="list-style-type: none"> ○ Canada Post Address Guidelines – Canadian Addresses ○ Canada Post Address Guidelines – Symbols & Abbreviations • 150 character limit. • Correct format: Alphanumeric characters only plus special characters listed below. <ul style="list-style-type: none"> ○ Correct special characters with no spaces: - ○ Incorrect special characters: #.,; ○ Correct entries: 7-22 Eddy ST N; B-528 Wentworth RD ○ Incorrect entries: #7 – Eddy St. North; B – 528 Wentworth Road
Town/City (Mandatory)	<p>Error #1: Field is blank on form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank even if 'No' is selected for Address Provided. • Use town or city of service office address if client's address is not in BC. • Select the Town/City of the service office if client prefers not to report their address or does not have a fixed address.
Province (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Yes' is selected for Address Provided. • Field will be hidden if 'No' is selected for Address Provided and populated in the background.

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
	<p>Error #3: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. 	<ul style="list-style-type: none"> • British Columbia is auto populated. • Province must be British Columbia.
<p>Postal Code (Conditional)</p>	<p>Error #1: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Reason for error: 'Yes' or 'Service Office Address' is selected for Address Provided but Postal Code is blank. • Action required: Review instructions and complete field. <p>Error #2: An alert message appears and field turns red after entering data or putting cursor in field.</p> <ul style="list-style-type: none"> • Action required: Review format instructions and correct data entered in field. <p>Error #3: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if 'Yes' is selected for Address Provided. • Field will be hidden if 'No' is selected for Address Provided. • Postal code must begin with capitalized 'V'. • Correct format: Alphanumeric characters only, no spaces between characters, alphabetical characters must be capitalized, no special characters or symbols. <ul style="list-style-type: none"> ○ Correct entry: V1A0B1 ○ Incorrect entries: V1Y or V!S!X1 or No Postal CodeV1A0B1
<p>Action Plan Information</p>		
<p>Provincial Office Code (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank.
<p>Action Plan Previous Employment (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank.

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
Action Plan Precarious Employment (Optional)	<p>Error: Warning 'Erase current value of the field Action Plan (AP) Precarious Employment?' appears when accessing an existing record.</p> <ul style="list-style-type: none"> • Reason for error: 'Not in the labour force' was selected for Action Plan Previous Employment on the previous form. This question does not apply to the response 'Not in the labour force' for Action Plan Previous Employment. • Action required: Click 'OK' to hide this field and remove current value. 	<ul style="list-style-type: none"> • Field can be left blank. • Field appears only if 'Unemployed', 'Employed' or 'Self-Employed' are selected for Action Plan Previous Employment. Field remains hidden if 'Not in the labour force' is selected because not applicable. • Prefer Not to Report option: Leave blank or select 'Prefer Not to Report' from drop-down menu.
Action Plan Start Date (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. <p>Error #3: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Cannot be a future date. • Action Plan Start Date must be on or before Intervention Start Date. • Correct format: YYYY-MM-DD • Click on the calendar icon and select year and month before selecting day. • NOTE: Use April 1, 2021 as the start date for any clients who were actively receiving services as of April 1, 2021. Use the actual start date for any new clients after April 1, 2021.
Action Plan End Date (Conditional)	<p>Error: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. If a future date is entered in field, delete it. 	<ul style="list-style-type: none"> • Leave field blank until Action Plan has ended. • Field is hidden until an Action Plan Start Date is entered. • Cannot be a future date. • Action Plan End Date must be after Action Plan Start Date. • Correct format: YYYY-MM-DD <ul style="list-style-type: none"> ○ Click on the calendar icon and select year and month before selecting day.
Action Plan Result Date (Conditional)	<p>Error #1: Warning 'Erase current value of the field Action Plan Result Date?' appears when accessing an existing record.</p> <ul style="list-style-type: none"> • Actions required: Click 'OK' to hide this field and remove current value. Review instructions to see what conditions must be met before completing this field. • NOTE: If date was not entered in error (i.e. Action Plan is complete) click 'Cancel' to keep the Action Plan Result Date field visible and 	<ul style="list-style-type: none"> • Leave field blank until the Action Plan End Date and final outcome of the Action Plan or Intervention is reached and entered. • Field is hidden until an Action Plan End Date is entered. • Cannot be a future date. • Action Plan Result Date must be on or after the Intervention End Date.

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
	<p>review instructions to see what missing fields need to be completed to resolve error.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions to see what conditions must be met before this field is completed. <p>Error #3: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Correct format: YYYY-MM-DD <ul style="list-style-type: none"> ○ Click on the calendar icon and select year and month before selecting day.
<p>Action Plan Result Code (Conditional)</p>	<p>Error #1: Warning 'Erase current value of the field Action Plan Result Code?' appears when accessing an existing record.</p> <ul style="list-style-type: none"> • Actions required: Click 'OK' to hide this field and remove current value. Review instructions to see what conditions must be met before completing field. • NOTE: If result code was not entered in error (i.e. Action Plan is complete) click 'Cancel' to keep the Action Plan Result Code field visible and review instructions to see what missing fields need to be completed to resolve error. <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Leave field blank until the Action Plan has ended and the Action Plan End Date and Action Plan Result Date are reached and entered. • Field is hidden until an Action Plan Result Date is entered.
Intervention Information		
<p>Intervention Title (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank.
<p>Intervention Code (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Field is hidden until an Intervention Title is selected. • NEW: April 2022 REDCap update removed codes 221, 224 and 311 from drop-down list of options. Previous entry of

WDA Data Element in REDCap	Error Identification & Action Required	Instructions, Correct Format & 'Prefer not to report' Option (if applicable)
	<p>Error #3: New Alert for missing required field appears when opening record which previously had entry of 221, 224 or 311.</p> <ul style="list-style-type: none"> • Action required: Update field with new code (not 221, 224 or 311). 	<p>these codes will be flagged as errors, and will need to be updated to another code from the drop-down list.</p>
<p>Intervention Related National Occupational Classification (Conditional)</p>	<p>Error #1: An alert message appears and field turns red after entering data or putting cursor in field.</p> <ul style="list-style-type: none"> • Action required: Review format instructions and correct data entered in field. <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if Intervention Code '211-Occupational Skills Training' is selected. • Field is hidden unless '211' is selected. • Look up the NOC Code on the Government of Canada: National Occupational Classification Code Search website. • Correct format: Numeric digits only. <ul style="list-style-type: none"> ○ Include any leading zeros (0) given by the code (i.e. 0023). ○ Correct numeric entry example: 6321 ○ Incorrect alphabetical entry example: Chef
<p>NOC Version (Conditional)</p>	<p>Error: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if Intervention Code '211-Occupational Skills Training' is selected. • Field is hidden unless '211' is selected. • Select the NOC version from the drop-down menu. • Current version linked above is 2016.3.
<p>Intervention Start Date (Mandatory)</p>	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. <p>Error #3: Warning 'Erase current value of the field Intervention Start Date' appears when accessing an existing record with an active action plan.</p> <ul style="list-style-type: none"> • Action required: Click 'Cancel' to keep the Intervention Start Date field visible and complete the Action Plan Start Date field. <p>Error #4: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank. • Field is hidden until an Action Plan Start Date is entered because Intervention Start Date must be on or after the Action Plan Start Date. • Cannot be a future date. • Must be before Intervention End Date. • Correct format: YYYY-MM-DD <ul style="list-style-type: none"> ○ Click on the calendar icon and select year and month before selecting day.

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Intervention End Date (Conditional)	<p>Error #1: Data Quality warning appears for invalid entry when saving form. May need to select 'Okay' on the warning 'Some fields are required' that appears to view Data Quality warnings.</p> <ul style="list-style-type: none"> • Action required: Review instructions and correct data entered in field. If a future date is entered in field, delete it. <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Leave field blank until Action Plan Result Date is reached and entered and intervention has ended. • Field is hidden until an Intervention Start Date is entered. • Cannot be a future date. • Must be on or after Intervention Start Date. • Must be less than 60 months or 5 years after Intervention Start Date. • Correct format: YYYY-MM-DD <ul style="list-style-type: none"> ○ Click on the calendar icon and select year and month before selecting day.
Intervention Outcome (Conditional)	<p>Error #1: Warning 'Erase current value of the field Intervention Outcome?' appears when accessing an existing record.</p> <ul style="list-style-type: none"> • Actions required: Click 'OK' to resolve this and hide the field. Review instructions to see what conditions must be met before completing this field. <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Leave field blank until Action Plan Result Date and Intervention End Date is reached and entered. • Field is hidden until Intervention End Date is entered.
Intervention Language of Service (Mandatory)	<p>Error #1: Field is blank on form.</p> <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete required field. 	<ul style="list-style-type: none"> • Field CANNOT be left blank.
Intervention Essential Skills (Conditional)	<p>Error #1: Warning 'Erase current value of the field Intervention Essential Skills?' appears when accessing an existing record.</p> <ul style="list-style-type: none"> • Actions required: Click 'OK' to hide this field and remove current value. Review instructions to see what conditions must be met for this field to be completed. <p>Error #2: Alert for missing required field appears when saving form (will appear when conditions have been met for this field to be completed but field is blank).</p> <ul style="list-style-type: none"> • Action required: Review instructions to see what conditions must be met before this field is completed. 	<ul style="list-style-type: none"> • Field CANNOT be left blank if Intervention Code '213-Skills Development' is selected, AND Intervention End Date is reached and entered. • Field is hidden and does not apply if these two conditions are not met.

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Intervention Credential (Conditional)	<p>Error #1: Warning 'Erase current value of the field Intervention Credential?' appears when accessing an existing record.</p> <ul style="list-style-type: none"> • Actions required: Click 'OK' to hide this field and remove current value. Review instructions to see what conditions must be met before completing this field. <p>Error #2: Alert for missing required field appears when saving form.</p> <ul style="list-style-type: none"> • Action required: Review instructions and complete field. 	<ul style="list-style-type: none"> • Leave field blank until Intervention End Date is reached and entered. • Field is hidden until Intervention End Date is entered.
Form Status		
Complete? (Optional)		<ul style="list-style-type: none"> • Field is not reported and can be left blank. • For help identifying which clients you are actively working on Action Plans and Interventions with: <ul style="list-style-type: none"> ○ Select 'Incomplete' if a client's Action Plan is in progress. ○ Select 'Complete' once a client's Action Plan is complete (or a new Action Plan is being started) and all mandatory fields are completed.