

AUPO Altus Pilot Study Data Entry, Protection and Management Protocols 2022-2023 Match Cycle

To facilitate data entry during the Altus Pilot Study and reduce the possibility of transcription errors when using the REDCap system, the following protocol will be implemented for each program.

1. Program personnel will receive a link and instructions to sign up for OUHSC's Secure File Transfer (SFT) system. This will allow the Coordinating Center to securely send Excel-format files containing unique links and access codes for each program's list of applicants, identified by SF Match ID.
2. When a program has completed the SFT sign-up process, the Coordinating Center will generate their applicant list file in Excel format, containing SF Match IDs, data-entry links, and access codes (see screenshot below for an example).

	A	B	C
1	SF Match ID	REDCap Link	Return Code
2	123abc	https://bbmc.ouhsc.edu/redcap/surveys/index.php?s=FNykfJJtoeZt2vty	W4F3W3AA
3	456def	https://bbmc.ouhsc.edu/redcap/surveys/index.php?s=cwwV5BkKDU9rQiAQ	DW8FH3YK
4	789ghi	https://bbmc.ouhsc.edu/redcap/surveys/index.php?s=kVm2gXeK2RB6g7pj	FK347E3J

3. When this file is sent, program personnel will receive a message at their supplied email address indicating that a secure file delivery is ready. This file can be downloaded by logging in to the SFT system, and should be stored under a similar security policy as would apply to other confidential applicant materials (e.g., on an encrypted device with access restricted to key personnel with appropriate credentials).
4. When entering data for a given applicant, program personnel will use the Excel file to
 - a. Find the applicant's SF Match ID
 - b. Click on the associated link to open the REDCap interface in their web browser
 - c. Input or copy-and-paste the access code into the indicated field in their web browser
 - d. Proceed to enter data using the secure REDCap online interface. Note that forms may be submitted and revised as many times as needed, allowing data-entry personnel flexibility in scheduling (i.e., per-applicant or batch processing) as fits the needs and timetable of each program.
5. To the extent permissible by existing regulations, data confidentiality agreements, and organizational policies, SF Match and Altus Suite data will be auto-populated for each applicant.

Appendix: REDCap® Data Entry Screenshots

- Use the provided URL and enter associated return code

Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

To continue the survey, please enter the RETURN CODE that was auto-generated for you when you left the survey. Please note that the return code is *not* case sensitive.

Submit your Return Code

Alternatively, if you have forgotten your return code or simply wish to start the survey over from the beginning, you may delete all your existing survey responses and start over.

Start Over

- Group 1/Early Use of Altus (no expanded questions)

Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

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Please enter the applicant's data below.

Program information

Program ID: ██████████
Group assignment: Early use of Altus Suite(c) (before traditional measures)
Application cycle: 2022-2023

Section 1: Applicant data

SF Match ID

* must provide value

Section 2: SF Match Data

Applicant score: Medical school class rank

- Deficient or below average
 Expected or average
 Superior or above average

reset

Applicant score: Research & publications

- Deficient or below average
 Expected or average
 Superior or above average

reset

Applicant score: Extracurricular activities

- Deficient or below average
 Expected or average
 Superior or above average

reset

Applicant score: Recommendation letters

- Deficient or below average
 Expected or average
 Superior or above average

reset

Applicant score: USMLE Step 1

Did the applicant take the USMLE Step 2?

- Yes
 No

reset

Did this applicant take the COMLEX Level 1?

- Yes
 No

reset

Section 3: Altus Suite(c) Data

Applicant's Casper(c) z-score

Applicant's Duet(c) weighted mean alignment score

Applicant's Snapshot(c) score

- Deficient or below average
- Expected or average
- Superior or above average
- Did not use

reset

Section 4: Interview and Decision

Based on Altus Suite(c) data alone, would the applicant be invited for an interview?

- Invite for interview
- Place on waitlist
- Do not interview

reset

Based on all available data, will the applicant be invited for interview?

- Invite for interview
- Place on waitlist
- Do not interview

reset

Was this applicant interviewed?

- Not interviewed
- Interviewed, but not ranked
- Interviewed and ranked

reset

Submit

Save & Return Later

- **Group 1/Early Use of Altus (with expanded questions)**

Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

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Please enter the applicant's data below.

Program information

Program ID: ██████████
Group assignment: Early use of Altus Suite(c) (before traditional measures)
Application cycle: 2022-2023

Section 1: Applicant data

SF Match ID

* must provide value

Section 2: SF Match Data

Applicant score: Medical school class rank

- Deficient or below average
 Expected or average
 Superior or above average

reset

Applicant score: Research & publications

- Deficient or below average
 Expected or average
 Superior or above average

reset

Applicant score: Extracurricular activities

- Deficient or below average
 Expected or average
 Superior or above average

reset

Applicant score: Recommendation letters

- Deficient or below average
 Expected or average
 Superior or above average

reset

Applicant score: USMLE Step 1

Did the applicant take the USMLE Step 2?

- Yes
 No

reset

Applicant score: USMLE Step 2

Did this applicant take the COMLEX Level 1?

- Yes
 No

reset

Applicant score: COMLEX Level 1

Section 3: Altus Suite(c) Data

Applicant's Casper(c) z-score

Applicant's Duet(c) weighted mean alignment score

Applicant's Snapshot(c) score

- Deficient or below average
- Expected or average
- Superior or above average
- Did not use

reset

Section 4: Interview and Decision

Based on Altus Suite(c) data alone, would the applicant be invited for an interview?

- Invite for interview
- Place on waitlist
- Do not interview

reset

Based on all available data, will the applicant be invited for interview?

- Invite for interview
- Place on waitlist
- Do not interview

reset

Was this applicant interviewed?

- Not interviewed
- Interviewed, but not ranked
- Interviewed and ranked

reset

Based on Altus Suite(c) data alone, where would this applicant rank among interviewed candidates?

Based on all available data, what is the rank of this applicant among interviewed candidates?

Submit

Save & Return Later

- Group 2/Late Use of Altus (no expanded questions)

Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

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Please enter the applicant's data below.

Program information

Program ID: ██████████
Group assignment: Late use of Altus Suite(c) (after traditional measures)
Application cycle: 2022-2023

Section 1: Applicant data

SF Match ID
* must provide value

Section 2: SF Match Data

Applicant score: Medical school class rank	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Research & publications	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Extracurricular activities	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Recommendation letters	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: USMLE Step 1	<input style="width: 200px; height: 20px;" type="text"/>	
Did the applicant take the USMLE Step 2?	<input type="radio"/> Yes <input type="radio"/> No	reset
Did this applicant take the COMLEX Level 1?	<input type="radio"/> Yes <input type="radio"/> No	reset

Section 3: Altus Suite(c) Data

Applicant's Casper(c) z-score

Applicant's Duet(c) weighted mean alignment score

Applicant's Snapshot(c) score

- Deficient or below average
- Expected or average
- Superior or above average
- Did not use

reset

Section 4: Interview and Decision

Based on SF Match data alone, would the applicant be invited for an interview?

- Invite for interview
- Place on waitlist
- Do not interview

reset

Based on all available data, will the applicant be invited for interview?

- Invite for interview
- Place on waitlist
- Do not interview

reset

Was this applicant interviewed?

- Not interviewed
- Interviewed, but not ranked
- Interviewed and ranked

reset

Submit

Save & Return Later

Powered by REDCap

- **Group 2/Late Use of Altus (with expanded questions)**

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Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

Please enter the applicant's data below.

Program information

Program ID: ██████████
Group assignment: Late use of Altus Suite(c) (after traditional measures)
Application cycle: 2022-2023

Section 1: Applicant data

SF Match ID
* must provide value

Section 2: SF Match Data

Applicant score: Medical school class rank	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Research & publications	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Extracurricular activities	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Recommendation letters	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: USMLE Step 1	<input type="text"/>	
Did the applicant take the USMLE Step 2?	<input checked="" type="radio"/> Yes <input type="radio"/> No	reset
Applicant score: USMLE Step 2	<input type="text"/>	
Did this applicant take the COMLEX Level 1?	<input checked="" type="radio"/> Yes <input type="radio"/> No	reset
Applicant score: COMLEX Level 1	<input type="text"/>	

Section 3: Altus Suite(c) Data	
Applicant's Casper(c) z-score	<input type="text"/>
Applicant's Duet(c) weighted mean alignment score	<input type="text"/>
Applicant's Snapshot(c) score	<p><input type="radio"/> Deficient or below average</p> <p><input type="radio"/> Expected or average</p> <p><input type="radio"/> Superior or above average</p> <p><input type="radio"/> Did not use</p> <p style="text-align: right;">reset</p>
Section 4: Interview and Decision	
Based on SF Match data alone, would the applicant be invited for an interview?	<p><input type="radio"/> Invite for interview</p> <p><input type="radio"/> Place on waitlist</p> <p><input type="radio"/> Do not interview</p> <p style="text-align: right;">reset</p>
Based on all available data, will the applicant be invited for interview?	<p><input type="radio"/> Invite for interview</p> <p><input type="radio"/> Place on waitlist</p> <p><input type="radio"/> Do not interview</p> <p style="text-align: right;">reset</p>
Was this applicant interviewed?	<p><input type="radio"/> Not interviewed</p> <p><input type="radio"/> Interviewed, but not ranked</p> <p><input checked="" type="radio"/> Interviewed and ranked</p> <p style="text-align: right;">reset</p>
Based on SF Match data alone, where would this applicant rank among interviewed candidates?	<input type="text"/>
Based on all available data, what is the rank of this applicant among interviewed candidates?	<input type="text"/>
<p><input type="button" value="Submit"/></p> <p><input type="button" value="Save & Return Later"/></p>	
Powered by REDCap	

- **Group 3/Ad Hoc Use of Altus (no expanded questions)**

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Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

Please enter the applicant's data below.

Program information

Program ID: ██████████
Group assignment: Ad hoc use of Altus Suite(c) (customized assessment approach for each applicant)
Application cycle: 2022-2023

Section 1: Applicant data

SF Match ID
* must provide value

What is the timing of the incorporation of the Altus Suite(c) for this applicant?
 Early use of Altus Suite(c)
 Late use of Altus Suite(c)
 Did not use Altus Suite(c)
reset

Section 2: SF Match Data

Applicant score: Medical school class rank	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Research & publications	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Extracurricular activities	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: Recommendation letters	<input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average	reset
Applicant score: USMLE Step 1	<input style="width: 100%;" type="text"/>	
Did the applicant take the USMLE Step 2?	<input type="radio"/> Yes <input type="radio"/> No	reset
Did this applicant take the COMLEX Level 1?	<input type="radio"/> Yes <input type="radio"/> No	reset

Section 3: Altus Suite(c) Data

Applicant's Casper(c) z-score

Applicant's Duet(c) weighted mean alignment score

Applicant's Snapshot(c) score

- Deficient or below average
- Expected or average
- Superior or above average
- Did not use

reset

Section 4: Interview and Decision

Based on all available data, will the applicant be invited for interview?

- Invite for interview
- Place on waitlist
- Do not interview

reset

Was this applicant interviewed?

- Not interviewed
- Interviewed, but not ranked
- Interviewed and ranked

reset

Submit

Save & Return Later

- Group 3/Ad Hoc Use of Altus (with expanded questions, early use of Altus option)

Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

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Please enter the applicant's data below.

Program information

Program ID: ██████████
Group assignment: Ad hoc use of Altus Suite(c) (customized assessment approach for each applicant)
Application cycle: 2022-2023

Section 1: Applicant data

SF Match ID
* must provide value

What is the timing of the incorporation of the Altus Suite(c) for this applicant?
 Early use of Altus Suite(c)
 Late use of Altus Suite(c)
 Did not use Altus Suite(c)
[reset](#)

Section 2: SF Match Data

Applicant score: Medical school class rank
 Deficient or below average
 Expected or average
 Superior or above average
[reset](#)

Applicant score: Research & publications
 Deficient or below average
 Expected or average
 Superior or above average
[reset](#)

Applicant score: Extracurricular activities
 Deficient or below average
 Expected or average
 Superior or above average
[reset](#)

Applicant score: Recommendation letters
 Deficient or below average
 Expected or average
 Superior or above average
[reset](#)

Applicant score: USMLE Step 1

Did the applicant take the USMLE Step 2?
 Yes
 No
[reset](#)

Applicant score: USMLE Step 2

Did this applicant take the COMLEX Level 1?
 Yes
 No
[reset](#)

Applicant score: COMLEX Level 1

Section 3: Altus Suite(c) Data	
Applicant's Casper(c) z-score	<input type="text"/>
Applicant's Duet(c) weighted mean alignment score	<input type="text"/>
Applicant's Snapshot(c) score	<p><input type="radio"/> Deficient or below average</p> <p><input type="radio"/> Expected or average</p> <p><input type="radio"/> Superior or above average</p> <p><input type="radio"/> Did not use</p> <p style="text-align: right;">reset</p>
Section 4: Interview and Decision	
Based on Altus Suite(c) data alone, would the applicant be invited for an interview?	<p><input type="radio"/> Invite for interview</p> <p><input type="radio"/> Place on waitlist</p> <p><input type="radio"/> Do not interview</p> <p style="text-align: right;">reset</p>
Based on all available data, will the applicant be invited for interview?	<p><input type="radio"/> Invite for interview</p> <p><input type="radio"/> Place on waitlist</p> <p><input type="radio"/> Do not interview</p> <p style="text-align: right;">reset</p>
Was this applicant interviewed?	<p><input type="radio"/> Not interviewed</p> <p><input type="radio"/> Interviewed, but not ranked</p> <p><input checked="" type="radio"/> Interviewed and ranked</p> <p style="text-align: right;">reset</p>
Based on Altus Suite(c) data alone, where would this applicant rank among interviewed candidates?	<input type="text"/>
Based on all available data, what is the rank of this applicant among interviewed candidates?	<input type="text"/>
<p><input type="button" value="Submit"/></p> <p><input type="button" value="Save & Return Later"/></p>	
Powered by REDCap	

- **Group 3/Ad Hoc Use of Altus (with expanded questions, late use of Altus option)**

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Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

Please enter the applicant's data below.

Program information

Program ID: ██████████
Group assignment: Ad hoc use of Altus Suite(c) (customized assessment approach for each applicant)
Application cycle: 2022-2023

Section 1: Applicant data

SF Match ID
* must provide value

What is the timing of the incorporation of the Altus Suite(c) for this applicant?
 Early use of Altus Suite(c)
 Late use of Altus Suite(c)
 Did not use Altus Suite(c)
reset

Section 2: SF Match Data

Applicant score: Medical school class rank
 Deficient or below average
 Expected or average
 Superior or above average
reset

Applicant score: Research & publications
 Deficient or below average
 Expected or average
 Superior or above average
reset

Applicant score: Extracurricular activities
 Deficient or below average
 Expected or average
 Superior or above average
reset

Applicant score: Recommendation letters
 Deficient or below average
 Expected or average
 Superior or above average
reset

Applicant score: USMLE Step 1

Did the applicant take the USMLE Step 2?
 Yes
 No
reset

Applicant score: USMLE Step 2

Did this applicant take the COMLEX Level 1?
 Yes
 No
reset

Applicant score: COMLEX Level 1

Section 3: Altus Suite(c) Data	
Applicant's Casper(c) z-score	<input type="text"/>
Applicant's Duet(c) weighted mean alignment score	<input type="text"/>
Applicant's Snapshot(c) score	<p><input type="radio"/> Deficient or below average</p> <p><input type="radio"/> Expected or average</p> <p><input type="radio"/> Superior or above average</p> <p><input type="radio"/> Did not use</p> <p style="text-align: right;">reset</p>
Section 4: Interview and Decision	
Based on SF Match data alone, would the applicant be invited for an interview?	<p><input type="radio"/> Invite for interview</p> <p><input type="radio"/> Place on waitlist</p> <p><input type="radio"/> Do not interview</p> <p style="text-align: right;">reset</p>
Based on all available data, will the applicant be invited for interview?	<p><input type="radio"/> Invite for interview</p> <p><input type="radio"/> Place on waitlist</p> <p><input type="radio"/> Do not interview</p> <p style="text-align: right;">reset</p>
Was this applicant interviewed?	<p><input type="radio"/> Not interviewed</p> <p><input type="radio"/> Interviewed, but not ranked</p> <p><input checked="" type="radio"/> Interviewed and ranked</p> <p style="text-align: right;">reset</p>
Based on SF Match data alone, where would this applicant rank among interviewed candidates?	<input type="text"/>
Based on all available data, what is the rank of this applicant among interviewed candidates?	<input type="text"/>
<p><input type="button" value="Submit"/></p> <p><input type="button" value="Save & Return Later"/></p>	

- Group 3/Ad Hoc Use of Altus (with expanded questions, Did not use Altus option)

AAA
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Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data

Please enter the applicant's data below.

Program information

Program ID: ██████████
Group assignment: Ad hoc use of Altus Suite(c) (customized assessment approach for each applicant)
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Section 1: Applicant data

SF Match ID
* must provide value

What is the timing of the incorporation of the Altus Suite(c) for this applicant?
 Early use of Altus Suite(c)
 Late use of Altus Suite(c)
 Did not use Altus Suite(c) reset

Section 2: SF Match Data

Applicant score: Medical school class rank
 Deficient or below average
 Expected or average
 Superior or above average reset

Applicant score: Research & publications
 Deficient or below average
 Expected or average
 Superior or above average reset

Applicant score: Extracurricular activities
 Deficient or below average
 Expected or average
 Superior or above average reset

Applicant score: Recommendation letters
 Deficient or below average
 Expected or average
 Superior or above average reset

Applicant score: USMLE Step 1

Did the applicant take the USMLE Step 2?
 Yes
 No reset

Applicant score: USMLE Step 2

Did this applicant take the COMLEX Level 1?
 Yes
 No reset

Applicant score: COMLEX Level 1

Section 3: Altus Suite(c) Data	
Applicant's Casper(c) z-score	<input type="text"/>
Applicant's Duet(c) weighted mean alignment score	<input type="text"/>
Applicant's Snapshot(c) score	<p><input type="radio"/> Deficient or below average <input type="radio"/> Expected or average <input type="radio"/> Superior or above average <input type="radio"/> Did not use</p> <p>reset</p>
Section 4: Interview and Decision	
Based on all available data, will the applicant be invited for interview?	<p><input type="radio"/> Invite for interview <input type="radio"/> Place on waitlist <input type="radio"/> Do not interview</p> <p>reset</p>
Was this applicant interviewed?	<p><input type="radio"/> Not interviewed <input type="radio"/> Interviewed, but not ranked <input checked="" type="radio"/> Interviewed and ranked</p> <p>reset</p>
Based on all available data, what is the rank of this applicant among interviewed candidates?	<input type="text"/>
<p><input type="button" value="Submit"/></p> <p><input type="button" value="Save & Return Later"/></p>	

- **Save and return**

[Close survey](#)

Applicant data entry complete.

Please record the Return Code below, associated with this Applicant's SFMatch ID (asdf).

In case of errors or questions, email Justin Dvorak (justin-dvorak@ouhsc.edu)

 You may return to this survey in the future to modify your responses by navigating to the survey URL and entering the code below.

Return Code:

1 instance of this survey has been recorded

[Add an additional applicant](#)

- **Entry complete**

[Close survey](#)

Applicant data entry complete.

Please record the Return Code below, associated with this Applicant's SFMatch ID (asdf).

In case of errors or questions, email Justin Dvorak (justin-dvorak@ouhsc.edu)

 You may return to this survey in the future to modify your responses by navigating to the survey URL and entering the code below.

Return Code:

1 instance of this survey has been recorded

[Add an additional applicant](#)