# 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).

4	Α	В	С
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		AAA	
Please enter the applicant's data below.			
Program information			
Program ID: Group assignment: Early use of Altus Suite(c) (before tradition Application cycle: 2022-2023	onal measures)		
Section 1: Applicant data			
SF Match ID  * must provide value			
Section 2: SF Match Data			
Applicant score: Medical school class rank	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset	
Applicant score: Research & publications	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset	
Applicant score: Extracurricular activities	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset	
Applicant score: Recommendation letters	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset	
Applicant score: USMLE Step 1			
Did the applicant take the USMLE Step 2?	O Yes O No	reset	
Did this applicant take the COMLEX Level 1?	O Yes O 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	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li><li>Did not use</li></ul>	reset
Section 4: Interview and Decision		
Based on Altus Suite(c) data alone, would the applicant be invited for an interview?	<ul><li>Invite for interview</li><li>Place on waitlist</li><li>Do not interview</li></ul>	reset
Based on all available data, will the applicant be invited for interview?	<ul><li>Invite for interview</li><li>Place on waitlist</li><li>Do not interview</li></ul>	reset
Was this applicant interviewed?	<ul><li>Not interviewed</li><li>Interviewed, but not ranked</li><li>Interviewed and ranked</li></ul>	reset
Submit		
Powered by RE	EDCap	

# • 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		AAA
Please enter the applicant's data below.		
Program information		
Program ID:  Group assignment: <u>Early</u> use of Altus Suite(c) (before tra Application cycle: 2022-2023	ditional measures)	
Section 1: Applicant data		
SF Match ID  * must provide value		
Section 2: SF Match Data		
Applicant score: Medical school class rank	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset
Applicant score: Research & publications	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset
Applicant score: Extracurricular activities	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset
Applicant score: Recommendation letters	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset
Applicant score: USMLE Step 1		
Did the applicant take the USMLE Step 2?	O No	reset
Applicant score: USMLE Step 2		
Did this applicant take the COMLEX Level 1?	O Yes	reset
Applicant score: COMLEX Level 1		

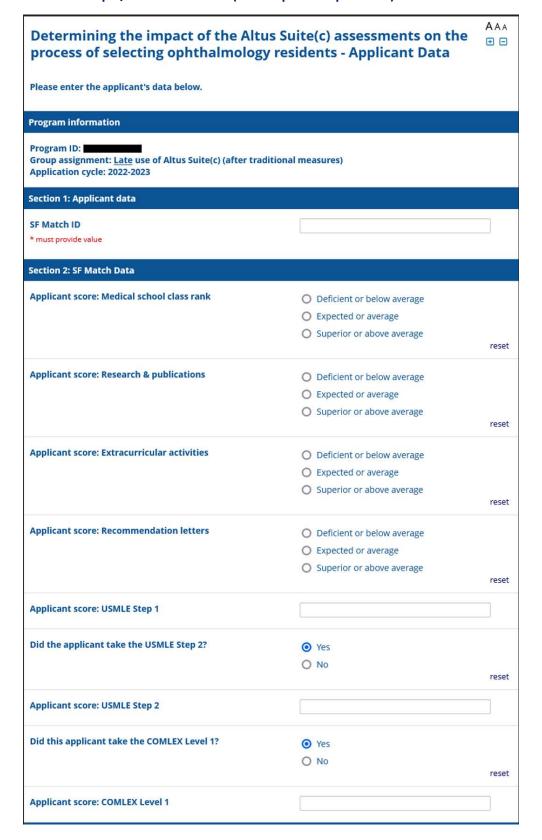
Section 3: Altus Suite(c) Data		
Applicant's Casper(c) z-score		
Applicant's Duet(c) weighted mean alignment score		
Applicant's Snapshot(c) score	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li><li>Did not use</li></ul>	reset
Section 4: Interview and Decision		
<u>Based on Altus Suite(c) data alone</u> , would the applicant be invited for an interview?	<ul><li>Invite for interview</li><li>Place on waitlist</li><li>Do not interview</li></ul>	reset
Based on all available data, will the applicant be invited for interview?	<ul><li>Invite for interview</li><li>Place on waitlist</li><li>Do not interview</li></ul>	reset
Was this applicant interviewed?	<ul><li>Not interviewed</li><li>Interviewed, but not ranked</li><li>Interviewed and ranked</li></ul>	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?		
Save & Return L	ater	
Powered by RED	Сар	

# • 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		AAA
Please enter the applicant's data below.		
Program information		
Program ID: Group assignment: <u>Late</u> use of Altus Suite(c) (after tradition Application cycle: 2022-2023	onal measures)	
Section 1: Applicant data		
SF Match ID  * must provide value		
Section 2: SF Match Data		
Applicant score: Medical school class rank	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset
Applicant score: Research & publications	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset
Applicant score: Extracurricular activities	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset
Applicant score: Recommendation letters	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset
Applicant score: USMLE Step 1		
Did the applicant take the USMLE Step 2?	O Yes O No	reset
Did this applicant take the COMLEX Level 1?	O Yes O No	reset

Section 3: Altus Suite(c) Data			
Applicant's Casper(c) z-score			
Applicant's Duet(c) weighted mean alignment scor	е		
Applicant's Snapshot(c) score	O Expe	icient or below average ected or average perior or above average not use	reset
			Teset
Section 4: Interview and Decision			
Based on SF Match data alone, would the applican invited for an interview?	O Plac	te for interview ce on waitlist not interview	
	0 50.	THE	reset
Based on all available data, will the applicant be in interview?	O Plac	te for interview ce on waitlist not interview	reset
Was this applicant interviewed?	O Inte	interviewed erviewed, but not ranked erviewed and ranked	reset
Save	Submit & Return Later		
Pov	rered by REDCap		

### • Group 2/Late Use of Altus (with expanded questions)



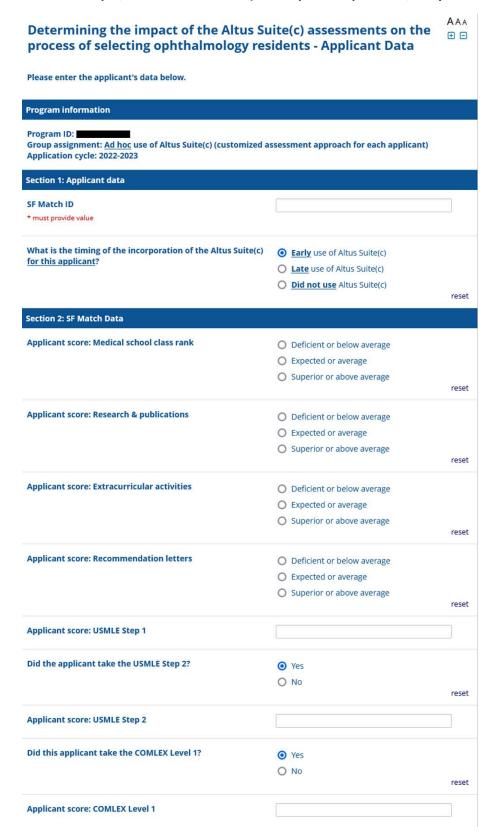
Section 3: Altus Suite(c) Data		
Applicant's Casper(c) z-score		
Applicant's Duet(c) weighted mean alignment score		
Applicant's Snapshot(c) score	O Deficient or below average	
	Expected or average	
	O Superior or above average	
	O Did not use	
		reset
Section 4: Interview and Decision		
Based on SF Match data alone, would the applicant be	O Invite for interview	
invited for an interview?	O Place on waitlist	
	O Do not interview	
		reset
Based on all available data, will the applicant be invited for	O trade for transferre	
interview?	O Invite for interview O Place on waitlist	
	O Do not interview	
	O Do not interview	reset
Was this applicant interviewed?	0.110	
was this applicant intervieweu:	O Not interviewed	
	<ul> <li>Interviewed, but not ranked</li> <li>Interviewed and ranked</li> </ul>	
	The viewed and ranked	reset
<u>Based on SF Match data alone</u> , 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	
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# • Group 3/Ad Hoc Use of Altus (no expanded questions)

Determining the impact of the Altus Suite(c) assessments on the process of selecting ophthalmology residents - Applicant Data		AAA		
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?	<ul><li><u>Early</u> use of Altus Suite(c)</li><li><u>Late</u> use of Altus Suite(c)</li><li><u>Did not use</u> Altus Suite(c)</li></ul>	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	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset		
Applicant score: Extracurricular activities	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset		
Applicant score: Recommendation letters	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li></ul>	reset		
Applicant score: USMLE Step 1				
Did the applicant take the USMLE Step 2?	O Yes O No	reset		
Did this applicant take the COMLEX Level 1?	O Yes O No	reset		

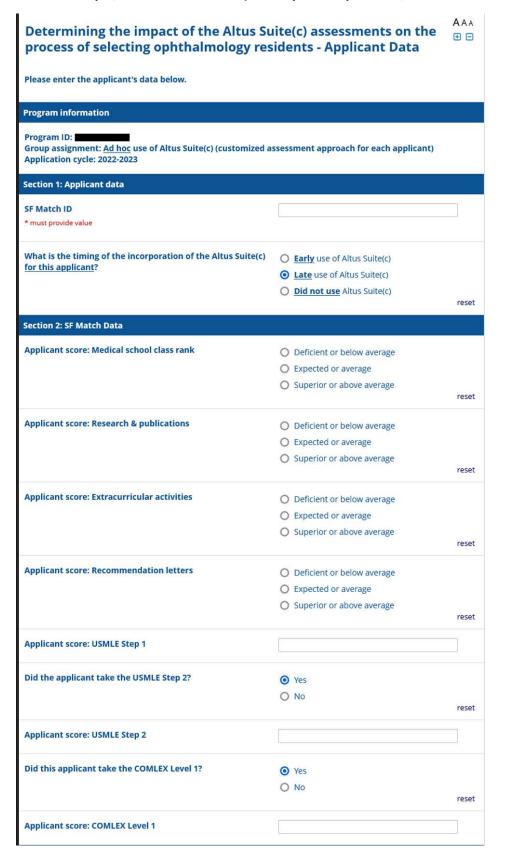
Section 3: Altus Suite(c) Data	
Applicant's Casper(c) z-score	
Applicant's Duet(c) weighted mean alignment sco	pre
Applicant's Snapshot(c) score	<ul> <li>Deficient or below average</li> <li>Expected or average</li> <li>Superior or above average</li> <li>Did not use</li> </ul>
Section 4: Interview and Decision	
Based on all available data, will the applicant be interview?	invited for
Was this applicant interviewed?	<ul><li>Not interviewed</li><li>Interviewed, but not ranked</li><li>Interviewed and ranked</li></ul>
Sav	Submit re & Return Later
Po	wered by REDCap

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



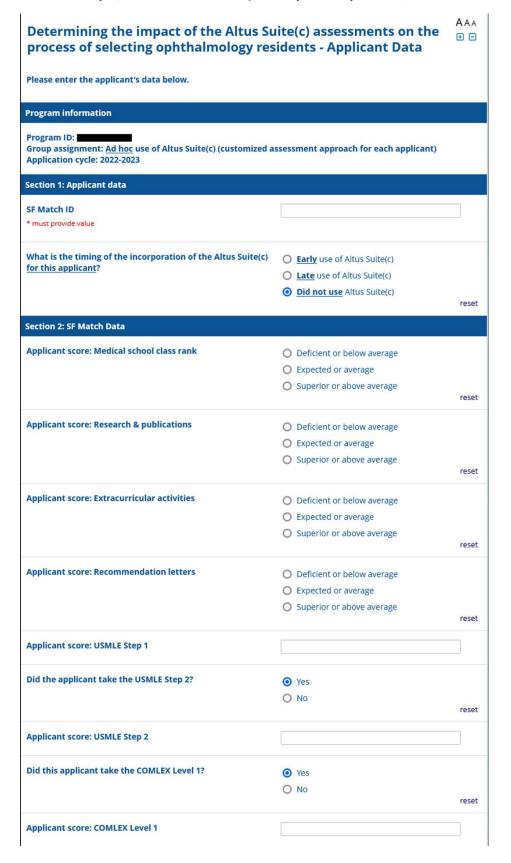
Section 3: Altus Suite(c) Data		
Applicant's Casper(c) z-score		
Applicant's Duet(c) weighted mean alignment score		
Applicant's Snapshot(c) score	O Deficient or below average	
	O Expected or average	
	O Superior or above average	
	O Did not use	
		reset
Section 4: Interview and Decision		
Based on Altus Suite(c) data alone, would the applicant be	O Invite for interview	
invited for an interview?	O Place on waitlist	
	O Do not interview	
		reset
Based on all available data, will the applicant be invited for	O Invite for interview	
interview?	O Place on waitlist	
	O Do not interview	
	The second of th	reset
Was this applicant interviewed?	O Not interviewed	
	O 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	
Powered by REI	DCap	

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



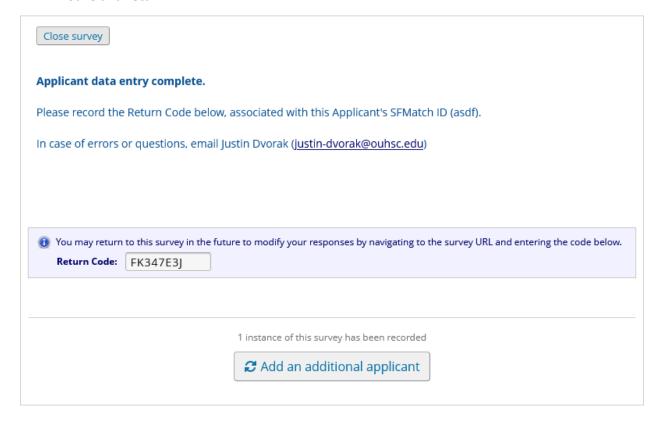
Section 3: Altus Suite(c) Data	
Applicant's Casper(c) z-score	
Applicant's Duet(c) weighted mean alignment score	
Applicant's Snapshot(c) score	<ul> <li>Deficient or below average</li> <li>Expected or average</li> <li>Superior or above average</li> <li>Did not use</li> </ul>
Section 4: Interview and Decision	
Based on SF Match data alone, would the applicant b invited for an interview?	O Invite for interview O Place on waitlist O Do not interview reset
Based on all available data, will the applicant be inviinterview?	ited for O Invite for interview O Place on waitlist O Do not interview reset
Was this applicant interviewed?	<ul> <li>Not interviewed</li> <li>Interviewed, but not ranked</li> <li>Interviewed and ranked</li> </ul>
<u>Based on SF Match data alone</u> , where would this apprank among interviewed candidates?	licant
<u>Based on all available data</u> , what is the rank of this applicant among interviewed candidates?	
	Submit Return Later

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



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	<ul><li>Deficient or below average</li><li>Expected or average</li><li>Superior or above average</li><li>Did not use</li></ul>	
		reset
Section 4: Interview and Decision		
<u>Based on all available data</u> , will the applicant be invited for interview?	<ul><li>Invite for interview</li><li>Place on waitlist</li><li>Do not interview</li></ul>	reset
Was this applicant interviewed?	<ul><li>Not interviewed</li><li>Interviewed, but not ranked</li><li>Interviewed and ranked</li></ul>	reset
Based on all available data, what is the rank of this applicant among interviewed candidates?		
Save & Return Later		

#### Save and return



## • Entry complete

