

Compassionate Use Board (CUB) REDCap Patient Petition Help Document

Contact Information

For CUB specific questions or to submit requested documents:

Email: cubcmc@utah.gov

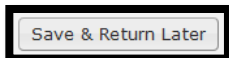
Fax: 385.465.6052

For submission due dates and CUB determination dates visit our website at:

<https://medicalcannabis.utah.gov/resources/compassionate-use-board/>

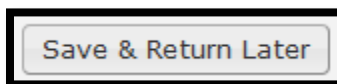
Save & Return Later

REDCap provides a **Save & Return Later** button on each survey page, which allows the respondent to save their progress and return at a future time to where they left off to complete the survey. As discussed below, when the respondent clicks this button

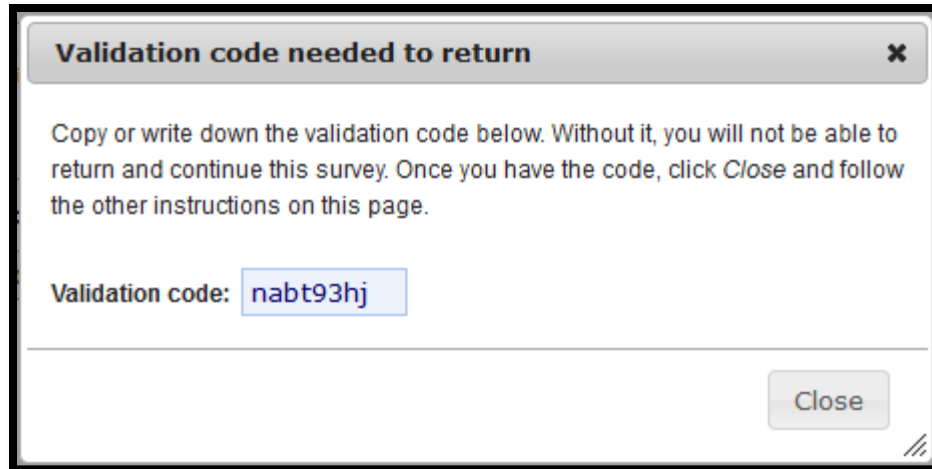


[], they will be given a **validation code**, which they will be required to enter in order to resume the survey.

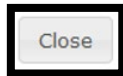
To leave and complete the CUB petition later select the Save & Return Later button at the bottom of the form:

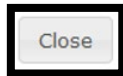


Once selected a screen displaying a random validation code is displayed, similar to the following:



The respondent **must remember this validation code** because they will be prompted to enter it later when they try to resume the survey.



When the respondent clicks [] in the above screen, the subsequent screen (not shown here) will display that same validation code, as a reminder. That screen will also provide information about the web link to use for returning to the survey in the future:

- If you had accessed the survey via an **email invitation**, that screen would state that another email has been sent to you, which contains the web link to use for resuming the survey. Note that this link is identical to the link that was sent in the initial invitation email.
- If instead, you had accessed the survey via its **public link**, that screen will allow you to request that REDCap sends an email, which will contain the web link to use for resuming the survey.

Incomplete Submission

The Department will not review incomplete CUB petitions. To ensure that the petition is

Save & Mark Survey as Complete

reviewed complete all fields. When a respondent selects [], if the petition is not complete a popup box will display any fields that have been missed.

NOTE: Some fields are required!

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

Provide a value for...

- **Today's Date:**
 - Patient Gender
 - Primary Care Provider (PCP) Or Specialty provider managing certifying condition:
 - Specialty:
 - Has the patient previously or currently used cannabis? (this includes medical, non-medical, and CBD products)
 - Benefits vs. Risks. State your basis for why you believe that the potential benefits of your patient's use of medical cannabis treatment outweigh the risks.
 - List all previously tried interventions tried to minimize/alleviate the symptoms (include the effects of the intervention on the symptom for medications indicate why stopped) :
 - Current Problem List:
 - Attach QMP Face-to-Face SOAP note (telehealth visits will not be accepted)

Okay Ignore and leave record

If a respondent selects [Okay] they will return to the petition to complete the missing

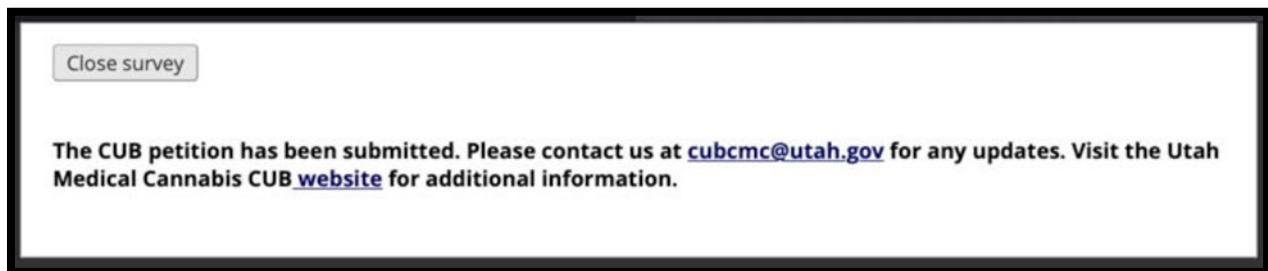
fields. If [Ignore and leave record] is selected the petition will be saved as **incomplete** and *will not send a notice to the Department to review it.*

Complete Submission

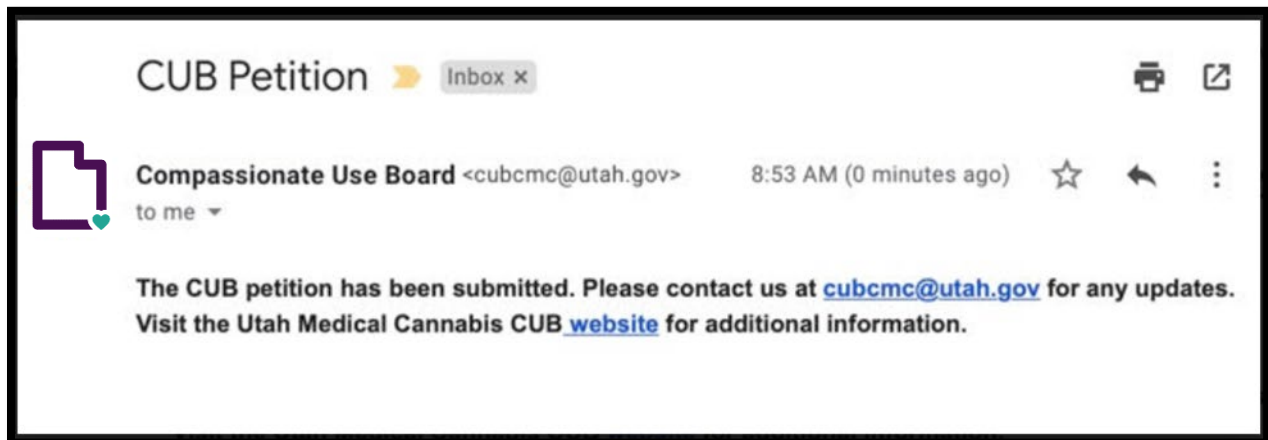
After all of the required fields have been satisfied, and the respondent has selected the [

Save & Mark Survey as Complete ▾

] the following notice will appear on the screen:



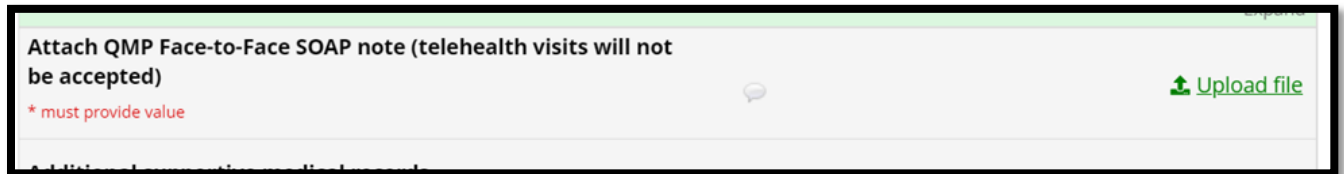
The respondent will also get an email response [below] if the petition was accessed via a link sent to an email inbox.



Upload a Document



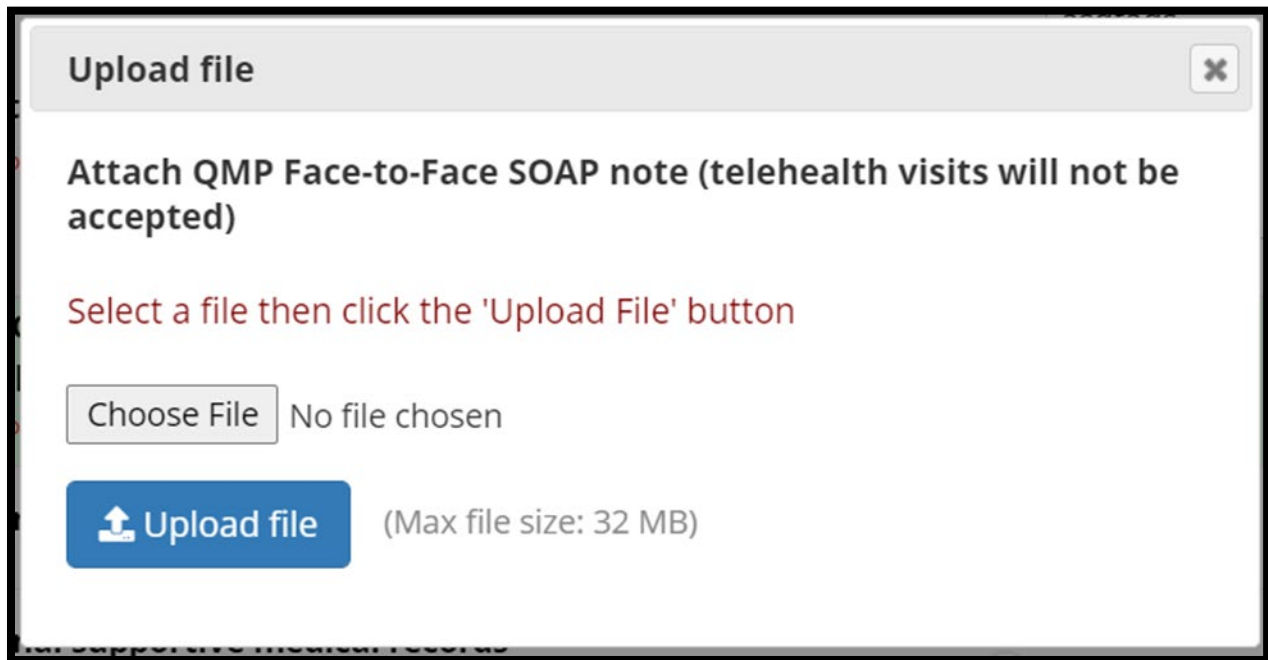
To add a document to the petition select [



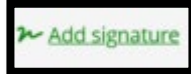
A popup box will display allowing the respondent to select [see below]. After the file has been



chosen, select [] . A popup box will then display indicating that the upload was successful.




Add Signature




To add a signature to the petition select [].

A screenshot of a petition form. The text reads: "By signing this petition I attest, as the QMP that I have notified the patient of the risks of medical cannabis and reviewed the patient in the controlled substance database." Below this is a red asterisk and the text "* must provide value". To the right of the text is a green "Add signature" button with a signature icon.

A popup box [see below] will display allowing the respondent to create a signature with the

mouse. If the signature is not correct the respondent can select []. If it is

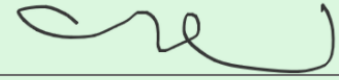
satisfactory select [].

A screenshot of a "Add signature" popup box. It contains the same attestation text as the main form. Below the text is a dashed-line signature area with a yellow arrow pointing to it that says "SIGN HERE". At the bottom of the popup are a blue "Save signature" button and a blue "reset" link.

After the signature has been saved to the petition it will appear as follows [see below].

By signing this petition I attest, as the QMP that I have notified the patient of the risks of medical cannabis and reviewed the patient in the controlled substance database.

* must provide value



[signature_2021-10-05_1500.png \(0.01 MB\)](#)

 Remove file