

Demographic Data Collection Tool® (DDCT®) New Magnet Program Director (MPD) Tip Sheet

The Demographic Data Collection Tool (DDCT®) is a web-based portal for managing compilation of required demographic data into a report. Submit this report to the Magnet Program office concurrently with the written documentation and biennially during the designation period.

Copyright by American Nurses Credentialing Center. All rights reserved. This tool is designed to provide definitions and guide your data collection prior to online submission of a demographic report. Any form of reproduction, dissemination, copying, disclosure, modification, distribution, or publication of this material is strictly prohibited.

How to gain access to the DDCT:

- The former MPD adds the new MPD as an Organization Administrator. The former MPD as the Organization's Administrator for the DDCT has the ability and the responsibility to manage the authorized DDCT users that are assigned to the organization's DDCT account.
- Request access to the DDCT by sending an email to the ddct@ana.org account. Include the organization's full name and MGN number.

| | |
|----------------------|--|
| DDCT Access Info | |
| DDCT URL: | <ul style="list-style-type: none">• https://ddct.anccmagnet.org/ |
| Email (Username): | <ul style="list-style-type: none">• Enter your work email address used for ANCC/Magnet as your username. |
| Password: | <ul style="list-style-type: none">• Click the "Forgot Password?" link in the Login box on the DDCT home page to establish/reset your password.• Once you click the "Forgot Password?" link, you will be prompted to enter your email address and the system will send you an automated password reset email with a link to click to reset your password.• If you do not see the password reset email in your inbox, please check your spam/junk folder. |

DDCT Instructions and Forms

- Located in the Magnet Learning Communities (MLC)
<http://www.magnetlearningcommunity.org/magnet/forms-and-templates/ddct>

- DDCT User Guideline
 - Provides a step-by-step guide for new users to guide your navigation through the DDCT
- DDCT Definitions and Data Collected
 - Provide definitions to guide your data collection for the DDCT
- DDCT FAQs
 - A list of frequently asked questions
- DDCT Internal Demographic Data Collection Worksheet
 - A useful template to use internally as a data collection worksheet
- DDCT Vignettes (Videos)
 - A set of nine (9) video demonstrations how to enter data and navigate through the DDCT