

NEC SURVEILLANCE

B. Data Entry

As the questionnaires are completed and returned, the information is entered into the database at: L:\daisy\SurveillanceLetters. Pressing the button for data entry opens *frmNecFollowup*. Search by child's last name (or any other field) by placing cursor on field and clicking the binoculars. Once the desired subject's record is found, the information from the questionnaire is entered:

- 1) Verify the mailing address; if different, update with new address
- 2) Update response field (will always be "same address", unless change has been made)
- 3) Update response date
- 3) Enter any alternate contacts (including telephone number) provided by the parents
- 4) Enter whether the child has developed IDDM during the previous year (make sure there is a "yes" or "no" in the field)

Always check to see if the family does *not* want to receive the questionnaire in the future. If they *do not*, "Refuse Future Mail" should be entered in the Response Field.

If the questionnaire was returned because it could not be delivered, simply enter "address no longer valid" in the Response field, and the date received.

The study coordinator should be notified about any children, siblings, or parents who have developed type 1 diabetes during the previous year. Also, respond to any questions or requests for information with discretion. Not every "How is the study progressing?" requires an answer. After being entered in the DAISY database, check mark each questionnaire on the upper right corner and file in a box – ultimately to be stored. Label storage box with beginning and ending dates for the questionnaires stored within (e.g.: April 1998 – August 1999).