

PREGNANCY & INFANCY QUESTIONNAIRES

A. Form Tracking

At the time of enrollment a record is entered into *tblFormTrack* indicating which type of Pregnancy & Infancy questionnaire (NEC_Indiv or SOC_Indiv) was mailed and when it was mailed. When forms are returned in the mail or to the clinic, the date of return is entered into the database. The forms are checked for completeness and the responses are entered into the Questionnaire database. A list of overdue forms can be generated for follow-up.

Returned Forms

1. Check to see that the ID number is on the form.
2. Check that “Today’s Date” was entered, if not, write in date returned (in red ink).
3. Enter the date returned in the database. From the Main Menu press the “Call Track/Form Track” button which opens the Call Track/Form Track Menu. Press the “Form Tracking” button to open *frmDeFormTracking*. Enter that the form was returned and the date returned.