

PREGNANCY & INFANCY QUESTIONNAIRES

C. Data Entry

Data for the Pregnancy & Infancy questionnaires are stored in a back-end database at L:\dci\indfrmbe.mdb. The front-end database used for data entry is located at L:\daisy\indfrm.mdb. Data entry is not done until the data editing process is completed. To begin data entry press the 'NEC/SOC Individual' button on the Main Menu.

Procedure:

1. Open L:\daisy\indfrm.mdb
2. Press the 'NEC/SOC Individual' button on the Main Menu which opens *frmIndividual*.
3. Look up the child's record by ID. The child's name, date of birth, and family number appear on the screen.
4. Enter the date that the form was filled out (or received).
5. Enter the type of form: NEC, SOC or CEDAR Individual

NEC-Individual

1. For the NEC-Individual data entry follows the layout of the form until you come to the Health Care Professionals Form.
2. Data entry for Health Care Professionals, Residential History and Alternate Contacts is done in the questionnaire database at L:\daisy\quest.mdb. From the Main Menu press the 'Change form' button to open *frmChangeForms*.

SOC-Individual

1. For the SOC-Individual, data entry follows the layout of the form until you complete the 'Conditions during the first week of life'.
2. To enter data on breast feeding, press the 'Breast Feed' button at the bottom of the data entry screen.
3. To enter the next 6 sections press the buttons for: Diet, Wheat, Allergies, Disease, Day Care, Stress.
4. To enter education and income data press the 'Individual' button at the bottom of the data entry screen to return to the main form.
5. To enter Pets, Vitamin Supplements and Immunizations, press the 'Pets' and 'Vit Suppl' and 'Immunization' buttons at the bottom of the data entry screen.
6. Data entry for Health Care Professionals, Residential History and Alternate Contacts is done in the questionnaire database at L:\daisy\quest.mdb. From the Main Menu press the 'Change form' button to open *frmChangeForms*.

NEC & SOC Individual

At the bottom of the data entry form, enter the name of the person entering the data. Put a '1' at the top of the hard copy (in red) and circle it. File the form in the child's chart.