

INTERVIEW

I. Data Entry of Interview Forms

After an interview has been completed, the date of completion is entered into *tblCallRecord* which can be accessed from the Call Tracking menu. Once this is done the interview form is edited and placed in the basket for data entry.

Procedure

Location of Database

Data are entered into the Quest database located at C:\Databases\Quest.mdb. To enter data, open this database and then choose the type of form to enter from the switchboard options.

Data Entry

Lookup the ID number of the child whose interview you want to enter. Scroll through this child's records until you find the one for the interview number you need to enter. Enter the data on the cover sheet and then press the appropriate button at the bottom of the page to move to the next section (Breast Feeding if entering a 3-15, Vitamins if entering an Annual Update). Continue in this way until all data have been entered.

Cover sheet: The interview date must match the date of call on the Call Record or you will get a 'Validation Rule' violation.

Breast Feeding: The breast feeding stop date must be greater than the date of birth or you will get a 'Validation Rule' violation.

Breast Feeding Condition: The date that the condition started must be greater than the date of birth or you will get a 'Validation Rule' violation.

Infant Diet: Date of introduction of each type of food must be greater than the date of birth or you will get a 'Validation Rule' violation.

Completion of data entry

Once the questionnaire has been entered a red '1' and the initials of the person entering the data are placed on the cover sheet next to that interview.