

DATA ENTRY

When you open the database you are presented with a screen that lets you choose what page you want to go to. In most cases you will want to go to page 1, but if you've entered part of a form you can go directly to the page you were working on before stopping data entry.

The pages have been designed to resemble the paper forms provided by the state. Some changes have been made for Erie County to aid in tracking information. If another county chooses to not use these new variables they can easily delete them from the form. Some variables have been shifted one page forward or backwards, but they remain in the same order as on paper.

Each form should be given a numerical ID number. The easiest way to do this is to start at 1 and work your way up. This number should be written down on the paper form. At the top right of each page of the database is a space for the data entry person to enter this id number.

It is imperative that this id be filled out on every page. Even if the paper form has no data on that page **the id number must be filled out**. Even if a household has no asthmatics it is necessary to fill out an id on pages six and seven. Failure to enter an id number will result in problems when the data is analyzed.

When the data entry person needs to bring up a specific record for editing (i.e.: to enter revisit information) all they need to do is click the "find id" button at the top right, enter the ID number written down on the paper form and append the new information to the old.

ANALYSIS

First, you should go to the root of your C drive and create a directory called hnp. This must be done at the root, not in My Documents. This step only needs to be done the first time you use the analysis feature.

In the macros section of the database you'll find a macro called "export for analysis." When you double click on this a box will pop up letting you know that you are going to run a make table query. Click yes to continue past this box.

If you have used this macro before you will see a message that reads "The existing table 'temp' will be deleted before you run the query." Again, click that you want to continue. The deletion of this temporary table will not result in any of your data being lost.

Enter the date that starts the period you are interested in looking at and click OK. For the first quarter of 2004, you would enter 01/01/04. Enter the date that ends the period you are interested in looking at and click OK. For the first quarter of 2004, you would enter 3/31/04.

A message will appear telling you how many rows you are about to paste. Click yes. It may take a few moments for the computer to export the data. When it is complete, a message will pop up to let you know that the records have been exported to c:/hnp

At this point, you should open up the Excel file called “HNP Analysis.” You need to paste the data you have just exported into HNP Analysis. In c:/hnp you will find six Excel files. Paste the values from c:\hnp\xls_pg1.xls into the worksheet titled ‘page 1’ in HNP Analysis.xls. Do not leave any blank rows at the top or left of worksheet ‘page1’

The easiest way to do this is as follows:

- 1) In xls_pg1.xls, click in the grey box above the 1 that indicates row 1. This will select all the data in the table. Copy that data
- 2) Go to worksheet ‘page 1’ in HNP Analysis.xls and click in the grey box above the 1 that indicates row 1. Paste the data.

Do the same with xls_pg2 through xls_pg7, putting them on pages 2 through 7. There is no xls_pg5, so leave page5 blank.

If you go to the worksheet titled ‘Analysis’ you’ll see that values have been automatically calculated. This worksheet will be 44 pages long when printed.

Limitations:

- At this moment, the analysis section assumes that the home visit was initiated on the first date entered. When you run the query that exports data and enter dates, it is searching based on the initial visit first attempt date.
- If the data entry person fails to enter the id number on ANY page, that entire household will not be included in the data that is exported.