

Section 5 – Managing Adults – Adding, Editing, and Reporting

SECTION 5 – MANAGING ADULTS – ADDING, EDITING, AND REPORTING	1
MANAGING ADULTS – ADDING, EDITING, AND REPORTING.....	2
MANAGING ADULTS	2
<i>Adding New Adult Participants:</i>	<i>2</i>
<i>Viewing or Editing Information for Existing Participants</i>	<i>17</i>
<i>Exiting Adults.....</i>	<i>18</i>
<i>Deleting Adults</i>	<i>21</i>
MANAGING RECALLS	21
<i>Adding a Recall.....</i>	<i>21</i>
<i>Editing Food Recalls.....</i>	<i>25</i>
<i>Deleting a Recall.....</i>	<i>27</i>
SEARCH FUNCTION – FOOD ITEMS	27
<i>Diagnostic Reports Available:.....</i>	<i>30</i>
MANAGING QUESTIONNAIRES ¹	32
<i>Adding a Questionnaire.....</i>	<i>32</i>
<i>Editing a Questionnaire.....</i>	<i>36</i>
<i>Deleting a Questionnaire.....</i>	<i>36</i>
<i>Questionnaire Diagnostic Report</i>	<i>36</i>
<i>Additional Questionnaire Sets.....</i>	<i>38</i>
ADDRESS VERIFICATION (EFNEP ONLY).....	39
<i>The Process.....</i>	<i>40</i>
ADULT REPORTS.....	41
<i>Adult Mailing Labels.....</i>	<i>41</i>
<i>Email List (CSV).....</i>	<i>43</i>
<i>List of Families by Staff Member</i>	<i>44</i>
<i>Recall List Report</i>	<i>46</i>
<i>Adult Questionnaire Review</i>	<i>47</i>
<i>Adult Summary.....</i>	<i>49</i>
<i>Adult Diet Summary</i>	<i>51</i>
<i>Adult Questionnaire Summary</i>	<i>53</i>
<i>Subgroups List</i>	<i>55</i>
<i>Filter List.....</i>	<i>56</i>
<i>Public Assistance List.....</i>	<i>56</i>
BROWSE ADULT DATA	57
<i>Browse Adult Summary – Institute Level.....</i>	<i>57</i>
<i>Browse Adult Diet Summary – Institute Level</i>	<i>57</i>
<i>Browse Adult Questionnaire Summary – Institute Level.....</i>	<i>57</i>

¹ The Adult Food and Physical Activity Questionnaire is the Checklist being referenced, unless otherwise specifically noted.

Managing Adults – Adding, Editing, and Reporting

The Adult Section allows users to add, edit, and view Adult related information. Managing Adults is only possible as a Region level user.

All information gathered, from participants and paraprofessionals should be entered accurately. As this is the information that generates the reports for submission to the Institute and the Federal levels, precise data entry is essential for accurate, comprehensive, and quality reports.

Managing Adults

Adding New Adult Participants:

1. Log into the appropriate **WebNEERS** system (EFNEP or SNAP-Ed)

Remember to enter EFNEP data on the EFNEP site and SNAP-Ed data on the SNAP-Ed site .

Note:

The https address for EFNEP is:

<https://www.webneers.net>

The https address for SNAP-Ed is:

<https://snap.webneers.net>

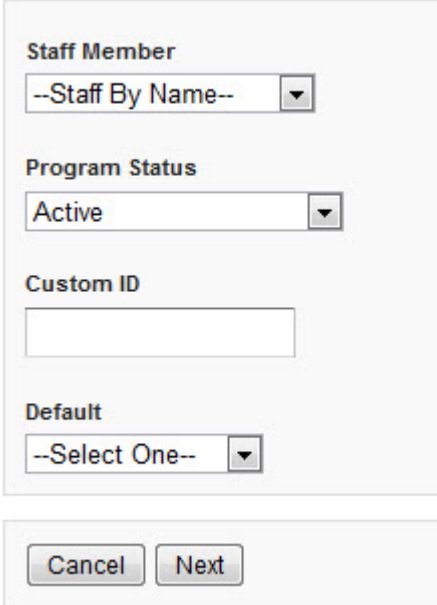
2. Select **Manage Adults** from the **WebNEERS Home page**
3. Select **Add Adult**
4. Select the **Staff Member** from the list of available staff

Note:

*Remember staff must be entered before adults or youth groups can be entered. If the staff member is not listed, select **Cancel** and return to the **WebNEERS Home page**; enter the desired staff member as a new staff member. See Section 4: Managing Staff for instructions on adding Staff.*

Tip:

Type the first letter of the staff person's last name in the Staff drop-down to quickly locate the record of interest.



Staff Member
--Staff By Name--

Program Status
Active

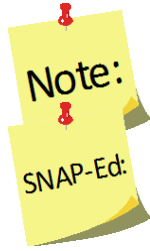
Custom ID

Default
--Select One--

Cancel Next

5. Select the **Program Status** of the adult being entered.

6. Assign a **Custom ID** or leave the field blank and a **Custom ID** will be generated by **WebNEERS**



IDs are shared across all regions so numbers may appear to be missing as new adults are added to the system.

*Tracking the number of different series planned/offered is a reporting requirement in the Education and Administrative Reporting System (EARS) required by the USDA –Food and Nutrition Services (FNS) for programs receiving SNAP-Ed funds. There is no data entry field for this in **WebNEERS**.*

7. Select an **Adult Default** from the list of available defaults or skip to step 8.
 - a. Defaults automatically populate in the new adult.
 - b. If **Default Profiles for New Adults** were previously created, that defines the Subgroups, there is no need to select subgroups again unless there are additional subgroups or changes are needed.
 - c. If **Default Profiles for New Adults** were not previously created, choose the appropriate Subgroups.



*Defaults need to be established before this step can be used. If defaults are not established, but are to be established, see Section 3 – Setup: Customizing **WebNEERS** to Meet Local Needs for more information on this topic.*



If a staff member is selected from the Add Staff screen, it will automatically override the staff member selected in the adult default. If the default already indicates an assigned staff member, the user is advised not to select a staff member (step 4 above) to avoid possible confusion or incorrect data.

8. Select **Next**

Contact Info Tab

1. On the **CONTACT INFO** tab - complete the entry of the contact information, as collected on the *Adult Entry/Enrollment* form. See the screen shot below.
2. Enter the **Enrollment date** (first date of education)
 - a. Type manually - MM/DD/YYYY format **or**
 - b. Select the Calendar Icon (📅) and choose the correct date.
3. Enter participant name (**First** and **Last**)
4. Enter **Group Name**, if applicable.
5. Enter the **Address** for the participant.

6. Enter the **City** and **Zip**.
 - a. If **Default Profiles for New Adults** were previously created, that defines the City and Zip, there is no need to enter that information again here.
 - b. If **Default Profiles for New Adults** were not previously created, enter the City and Zip here.
7. Enter the **Phone Number** – including the area code, and the **Phone Extension**
8. Enter the **Email** address, if provided.



Note:

*If a custom ID was entered during step 6 above, it will show on this tab. If a Custom ID is the same as a previously assigned System ID, then **WebNEERS** will add a “_1” to the end so it does not appear to be a duplicate. User may update/revise the Custom ID on this screen. Or, if user still wish to assign a **Custom ID** user may do it here.*



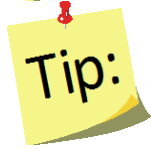
Note:

***Custom IDs** are optional and updating the **Custom ID** should not be something data entry staff do every time they open a record. For this reason, the tab/enter key will skip over the field. Users will have to manually put their cursor in the Custom ID field to make an edit.*



Tip:

Fields outlined in red are required fields and must be filled in before the record can be saved.



Tip:

Do not Save at this point. The record will not save until the **ENTRY DATA** is added. Clicking save will save all data entered on all tabs on the form so user does not have to click save every time a tab is completed.

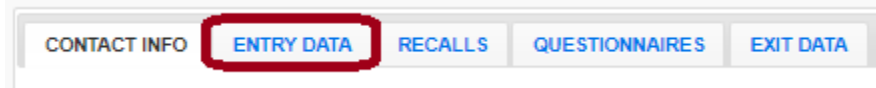


SNAP-Ed:

SNAP-Ed users will not be able to see the Address Verification option on the right of the Contact Info Tab. This option is only available to EFNEP users.

Entry Data Tab

1. Select the **ENTRY DATA** tab



2. Complete the entry of the demographic information, as collected on the *Adult Entry/Enrollment* form. See the screen shot below.
3. Enter the **Age** of the participant
4. Indicate **Gender** of the participant
5. Indicate if **Pregnant** or **Nursing**



Note:

In the adult record enter pregnant or nursing if the adult is pregnant or nursing at any time during enrollment in the program. For recalls, enter pregnant or nursing only if the adult is pregnant or nursing at the time of the recall.

6. Indicate **Ethnicity**
 - a. Not Hispanic/Latino
 - b. Hispanic/Latino
 - c. Not provided
7. Indicate **Race** – Multiple races may be selected.



Note:

If “Hispanic” is provided for Ethnicity, a race should still be chosen.



Tip:

While tabbing through the data entry field, the space bar can be used to select/deselect checkboxes or items from a dropdown list

8. Indicate **Sub Race** – if necessary



Note:

Collecting additional information on Race/Ethnic Subcategories is optional. Race/Ethnic Subcategories are not required at the Federal level, nor is this information transmitted to the Federal level.

9. Indicate **Highest Grade** completed

Highest Grade

- ✓ Not Supplied
- Grade 6 or less
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- GED
- Some College
- Graduated 2-year College
- Graduated College
- Post Graduate

10. Indicate town size under **Residence**

- a. If **Default Profiles for New Adults** were previously created, that define the Residence Type and there is no need to enter that information again here.
- b. If **Default Profiles for New Adults** were not previously created, select the appropriate Residence Type in the box.

Residence

- Select One--
- Select One--
- Farm
- Towns under 10,000 & rural non farms
- Towns and cities 10,000-50,000 and their suburbs
- Suburbs of cities over 50,000
- Central cities over 50,000

11. Indicate **Public Assistance** at Entry



Note:

Select all public assistance the participant indicates on the Adult Entry/Enrollment form.



Note:

Free and Reduced School Breakfast/Lunch is captured in the public assistance category Child Nutrition

12. Record the **Household Income**. If not supplied, enter “N/S”



Note:

Household income should include wages, salaries, social security, welfare, insurance payments, pensions and cash support from others for all persons in the residence for the previous month. It should not include the value of SNAP benefits (formerly food stamps), WIC, or other supplemental foods program benefits.

13. Record **Children**

- a. Children's ages must be separated by commas; do not use spaces
- b. Use 0 for infants
- c. Repeat child age for twins/multiples
- d. Do not include children over 19 years of age in this **Children** field

Example: Children aged 1, 5, 7, and 13 would be entered 1,5,7,13; Twin example: 1,2,2,4

Children (?)
1,5,7,13

Children Age Breakdown
Ages 0-5: 2
Ages 6-13: 2
Ages 14-19: 0

Others in Household
[Yellow box]

Total Household
5



Note:

No space is entered between the comma and number(s).



Note:

Children over age 19 years, living at home, are entered under Others in Household



Note:

*The **Children Age Breakdown**, automatically calculates. Double check to make sure the values in the age ranges accurately reflect the number of children by category*

14. Enter the **Others in Household**



Note:

This number should reflect all other adults in the household.



Note:

Children over age 19 years of age are captured in this field.



Note:

*The **Total Household** will automatically calculate and will include the participant.*

15. Indicate the **Lesson Type**

--Select One--
✓ Group
Individual
Both group and individual
Other

16. Indicate the appropriate **Subgroups**

- a. If **Default Profiles for New Adults** were previously created, that define the Subgroups, there is no need to select subgroups again unless there are additional subgroups or changes are needed.
- b. If **Default Profiles for New Adults** were not previously created, choose the appropriate Subgroups.



Note:

At least one Federal Subgroup (F) must be selected. The EFNEP Federal Subgroup will automatically be selected as the default in the EFNEP system.



SNAP-Ed:

The SNAP-Ed Federal Subgroup will automatically be selected as the default in the SNAP-Ed system.



Note:

*User can select as many subgroups as appropriate. User can also change categories Federal (F), Institute (I), and Region (R). See Section 3: Setup: Customizing **WebNEERS** to Meet Local Needs for more information on this topic.*

- c. Select **Save** at the bottom of the screen



Note:

*At this point, the adult contact information, demographic and program characteristic data have been entered into **WebNEERS** and the adult has been saved. Upon selecting Save– the user can enter recalls and/or questionnaires² or click save again to exit the record and return to the Manage Adults table, which lists all enrolled adults.*



Note:

The remainder of the instructions below define the appropriate steps for completing entry of recall and questionnaire data, without exiting the record. This can also be done through the [Manage Recalls](#) and [Manage Questionnaires](#) screens (see below).

² The Questionnaires tab is the location into which the Food and Physical Activity Questionnaire and, if used, the Institute identified Additional Questions are entered.

Entry Data Tab - Screenshot

: New Adult Remarks

CONTACT INFO | **ENTRY DATA** | **RECALLS** | **QUESTIONNAIRES** | **EXIT DATA**

Adult Information

Age:

Sex: **Female** ▼

Pregnant

Nursing

Ethnicity: **--Select One--** ▼

Race:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Not Provided

Sub Race: **--Sub Race--** ▼

Highest Grade: **Not Supplied** ▼

Residence: **--Select One--** ▼

Household Information

Household Income (\$/month) (?):
N/S = not supplied

Children (?):

Children Age Breakdown:
Ages 0-5: 0
Ages 6-13: 0
Ages 14-19: 0

Others In Household:

Total Household:

Lesson Type

--Select One-- ▼

Subgroups

- F: EFNEP
- F: ESWIC
- F: SNAP-Ed
- F: Team Nutrition
- F: Sample
- F: ADULT Test
- R: HEI2010 testing-NY

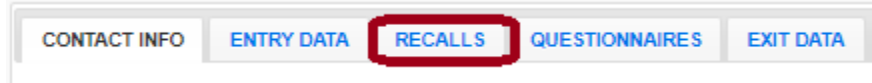
Public Assistance at Entry

- F: Child Nutrition
- F: FDIPIR
- F: Head Start
- F: Other
- F: SNAP
- F: TANF
- F: TEFAP - Commodity
- F: WIC/CSFP

Cancel Save

Recalls Tab

1. Select the **RECALLS** tab



2. Select **Add Recall**



Note:

Users will not have access to the Add Recall button or be able to Add a Recall until the record has been saved. The save process establishes the participant and allows users to enter recalls and questionnaires.

3. The **Recall Date** will automatically populate based on the entry or exit date.
 - a. The calendar icon enables the use of a calendar popup to select a date for the date field located to the immediate left of the button.
 - b. If the recall date is different than the entry or exit date users can manually change the date by:
 - i. Type manually - MM/DD/YYYY or
 - ii. Select the Calendar Icon (📅) and choose the correct date
4. **Recall Type** will default **Entry** if it is the first recall entered.
 - a. Recall Type will default to **Exit** if it is the second recall entered.
 - b. Any additional recalls entered will default to **Additional**.
5. Check the box to indicate the participant **Is Pregnant** (if applicable).
6. Check the box to indicate the participant **Is Nursing** (If applicable).



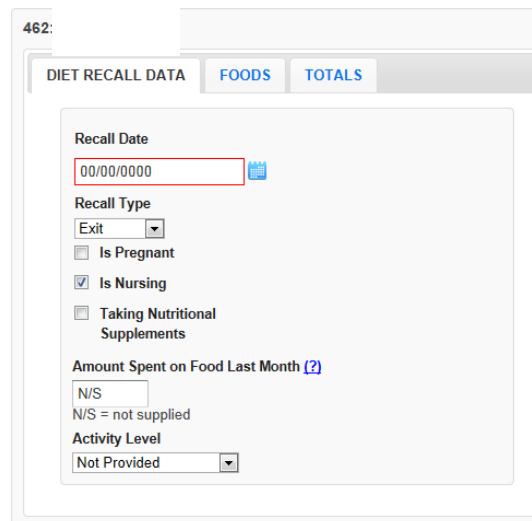
Note:

Pregnancy and nursing data will carry forward from the Adult entry tab. It should be modified as needed to indicate whether the adult is pregnant or nursing at the time of the recall



Note:

The pregnancy and nursing information will not be visible for male participants.



7. Check the box if the participant is **Taking Nutritional Supplements**.

8. Enter the **Amount Spent on Food Last Month**. If it is not supplied, enter “N/S”.



Amount of money spent on food should include: money, SNAP benefits (formerly food stamps), WIC vouchers, etc. that the adult has discretion over. It should not include items such as school lunch, which is provided at no cost.

9. Indicate the **Activity Level**

Activity Level

- ✓ Not Provided
- Less than 30 Minutes
- 30 to 60 Minutes
- More than 60 minutes

Foods Tab

1. Select the **FOODS** tab.

Manage	Meal	Description	Number of Portions	Portions
--------	------	-------------	--------------------	----------

2. Select **Add Food**.



A search box will pop-up.

	Description	Additional Description	Food Code
+	Chicken nuggets	Weaver mini drums, Tyson chicken sticks, chicken bites, McDonald's Chicken McNuggets	24198740
+	Cake, chocolate, devil's food, or fudge, standard-type mix (eggs and water added to dry mix), NS as to icing	Jiffy, Washington	53105000
+	Yogurt, plain, nonfat milk		11411300





The Food Search compiles a list of the fifty (50) most commonly selected food items for each region. These will pre-populate the Food Search pop-up if recall data has been entered by any users within that region. Users can select an item from the list of common selections or use the search field to find other food items.

- To locate a food, type the **Food Item** (or food code) in the **Search** box and press enter.



Note:

It is best to start with fairly general words, such as milk, rather than 2% milk.

- Use the exclamation point icon () to view food details. Select the plus sign () to add the food item to the food recall. Be sure to select the item that best represents the food item (consider nutritional content if it is a food item that does not exist in the database) on the participant's form.



Note:

After selecting a food item, the Food Quantity screen appears that gives options for Meal Type, Portion Size, and Number of Portions

- Select the **Meal Type**.
- Select the **Portion size** that appropriately reflects the measurement.
- Enter the **Number of Portions**.



Note:

The Number of Portions options vary based on the food item.

- Select **Save** at the bottom of the popup screen.



Note:

Moving between these fields can be accomplished by using the tab key or the mouse. If tabbing, a user must hit the space bar or the enter key to select and to "Save" the data.

SELECT PORTION SIZE - CHICKEN NUGGETS

Meal Type

- Morning meal or snack
- Midmorning meal or snack
- Noontime meal or snack
- Afternoon meal or snack
- Evening meal or snack
- Late evening meal or snack

Portion


- 1 nugget
- 1 stick
- 1 mini drum
- 1 cup
- Quantity not specified
- 1 fast food kids' meal
- 1 cubic inch

Number of Portions

6

Save

- Repeat Step 3 for all food and beverage items on the 24-Hour Diet Recall form.

5. Select the **X** button () at the top of the screen or **Done** at the bottom right, after all items are entered.






Tip:

Review the list of foods and quantity consumed against the 24-Hour Diet Recall form – make any necessary edits.



Note:


When reviewing the list of foods on the Foods tab, there are three functions available under the Manage column:

- edit food items, ()
- view food item details, () and
- delete food items ().



Note:

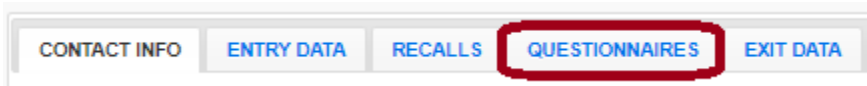
Once an item has been deleted, it cannot be undone.

6. Select **Save** at the bottom of the screen. This will return users to the Recall tab within the adult record.
7. If desired, select the **Print icon** () under the **Manage** column, to generate the diagnostic reports. See [Adult Reports](#) section below for additional information.

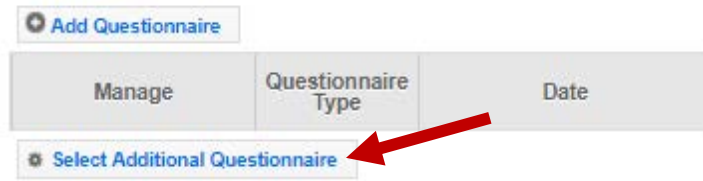
Questionnaires Tab

The Questionnaires tab is the location into which the Food and Physical Activity Questionnaire and, if used, the Institute identified Additional Questions are entered. The Food and Physical Activity Questionnaire is considered the “questionnaire” for the purposes of the instructions below.

1. Select the **QUESTIONNAIRES** tab.



2. Select **Additional Questionnaire Set**, if appropriate. Otherwise, skip to step 4.



See the [Additional Questionnaire Set](#) section for more information.

3. Select the appropriate **Additional Questionnaire Set**, select **OK**.



4. Select **Add Questionnaire**.



Users will not have access to the Add Questionnaire button or be able to Add a Food and Physical Activity Questionnaire until the adult record has been saved. The save process establishes the adult participant and allows users to enter recalls and questionnaires.

5. The **Questionnaire Date** will automatically populate based on the entry or exit date.



If the questionnaire date is different from the entry or exit date, manually change the date by:

- a. Type manually - MM/DD/YYYY or*
- b. Select the Calendar Icon (📅) and choose the correct date*

6. **Questionnaire Type** will default **Entry** if it is the first questionnaire entered; **Exit** if it is the second; and **Additional** if more than two questionnaires have been entered.



*If the second questionnaire entered is **not** the **Exit**, Questionnaire Type must be changed from **Exit** to **Additional**. To change the Questionnaire Type manually:*

- a. Select the down arrow (▾) in the Questionnaire Type field.*
- b. Select the correct **Questionnaire Type** for the Food and Physical Activity Questionnaire being entered.*

7. Enter the value of the responses to the **Food and Physical Activity Questionnaire.**³

Food and Physical Activity Questionnaire Screen

Questionnaire Date
03/01/2016

Questionnaire Type
Entry

Twenty Core Questions

Question	Response	N/A	1	2	3	4	5	6
1. Eat fruit	-	Please enter a value from 1 to 6						
2. Eat vegetables each day	-	Please enter a value from 1 to 6						
3. Eat red and orange vegetables	-	Please enter a value from 1 to 7						
4. Eat dark vegetables	-	Please enter a value from 1 to 7						
5. Drink regular soda	-	Please enter a value from 1 to 7						
6. Drink fruit punch, fruit drinks, sweet tea, or sports drinks	-	Please enter a value from 1 to 7						
7. Exercise for at least 30 minutes	-	Please enter a value from 1 to 8						
8. Strengthen muscles	-	Please enter a value from 1 to 7						
9. Small changes to be active	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Do you wash hands before food preparation?	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Clean items/surface after contact with raw meat or seafood	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Thaw frozen food at room temperature	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Use meat thermometer	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Eat less than wanted	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Not enough money for food	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Cook dinner at home	-	Please enter a value from 1 to 7						
17. Compare food prices	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Plan meals before shopping	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Check cupboard before shopping	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Make a list	-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Cancel Save



This can be done by choosing the appropriate field or by entering the number reflecting the corresponding answer in the “Response Column.” One of the following symbols should be entered if the adult left a question blank: - ~ or . The N/A radio button should be selected if an adult indicates that a question does not apply to them. For example, if an adult is vegetarian, they may indicate that question 11 (Clean items/surfaces more often after contact with raw meat or seafood) does not apply.

³ The Food and Physical Activity Questionnaire must be collected, from program participants, with adherence to the Facilitation Protocol. The standardized facilitation protocol ensures that data collected from program participants is collected in the same way across all Land Grant University programs.


Additional Questionnaire Set, if selected, will appear directly below the Food and Physical Activity Questionnaire. Additional questions will only appear if they have been activated at the Institute level.




- Enter the value of the responses to the **Additional Questions**, if appropriate. *The **Additional Questionnaire Set** will appear directly below the Food and Physical Activity Questionnaire if selected in step 3.*

20. Make a list before shopping more often

Additional Core		Response	N/A	1	2	3	4	5	6
21. How many different kinds of vegetables do you usually eat in a day?	<input type="text" value="6"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Over the last week, how many days did you eat beans and peas?	<input type="text"/>	Please enter a value from 1 to 7							
23. How many times a day do you drink milk or soymilk?	<input type="text" value="6"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. How many days did you eat yogurt or drink smoothies with yogurt?	<input type="text"/>	Please enter a value from 1 to 7							
25. How many days did you eat cereal with milk?	<input type="text"/>	Please enter a value from 1 to 7							
26. How often do you drink energy drinks?	<input type="text"/>	Please enter a value from 1 to 7							
27. How many days a week do you eat meals prepared outside of your home?	<input type="text"/>	Please enter a value from 1 to 7							
28. How often do you use a written weekly or monthly food spending plan?	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. How often do you budget enough money for food purchases?	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. How often do you use coupons for food purchases?	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. How often do you check for sales on foods before you shop?	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. How often do you check for food items on sale when you are at the store?	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Select **Save** at the bottom of the screen.


- If desired, select the **Report icon** () under the **Manage** column, to generate the diagnostic report. See [Adult Reports](#) section for additional information.

Note:  Select the **Edit icon** () to make changes or select the **Delete icon** () to delete a questionnaire.

- Select the **CONTACT INFO** tab.

CONTACT INFO | ENTRY DATA | RECALLS | QUESTIONNAIRES | EXIT DATA

- Select **Verify Address** (for EFNEP users' only, SNAP-Ed users do not have this option).

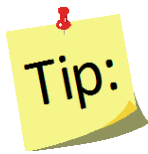
Note:  If user receive an error message, correct the address, as appropriate. See [Address Verification](#) section for additional information.

13. Select **Save** at the bottom of the screen.



Note:

At this point, all adult entry information has been entered into the system and users will be returned to the Manage Adults table, listing all enrolled adults.



Tip:

Saving Adult Record: Users are not able to save adult records, until all required information is entered. See red **Attention Needed** warnings on the **Contact Info** and **Entry Data** screens.

On initial entry – the **Save** feature will save the record, but leave users within the record. After the initial save, a second click on **Save** will return users to the **Manage Adults** screen.

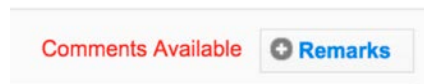
Remarks

The remarks field enables Region level users to add additional comments or information to a participant record. No entry is required in this field.




Note:

*Remarks are hidden from normal view. When remarks are entered and saved, a reminder “**Comments Available**” in red text will be displayed to the left of the remarks button.*



Viewing or Editing Information for Existing Participants

At any point after an adult participant has been successfully added to **WebNEERS**, the record may need to be reviewed and/or edited. The steps for reviewing/editing a record are defined below.

1. Select **Manage Adults** from the **WebNEERS Home page**, under the **Adults** section.
2. Select the **Wrench icon** () under the **Manage** column, to the left of the adult.
3. Edit/modify the appropriate fields for the adults. Changes can be made on any of the tabs; all required fields are outlined in red.
4. Select **Save** to save the changes to the adult and return to the Manage Adults page or select **Cancel** to exit without saving.



Note:

If required fields are not appropriately completed, the form will not save and the cursor will return to the first required field that is either empty or contains incorrect data.



The user should only click **Save** after making all necessary edits. Clicking save will save data entered on all data entry tabs (Contact Info, Entry Data and Exit Data) so it does not need to be clicked more than once. It will also return the user to the Manage Adults screen.


5. Watch for a notification message after saving in the upper right-hand corner, indicating either the save was successful or unsuccessful.

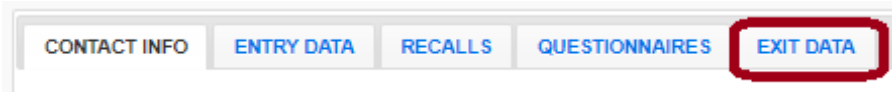
Exiting Adults

After an adult participant has successfully completed the program or contact with the participant has ended, the adult's Program Status needs to be changed and exit information, such as date, exit reason, number of lessons, sessions and contact hours, technology use and hours, as well as exit recalls and questionnaires, if appropriate, need to be added to the system.

In the technology use and hours section users record the levels of technology (low, medium, or high) being used for recruitment and retention of the exiting adult, as well as how many hours of technology-aided nutrition education instruction the exiting adult received.

For more information on technology use and EFNEP Programming, as well as examples of the levels of low, medium, or high technology use, please refer to the EFNEP Technology Policy resources at: <https://nifa.usda.gov/resource/efnep-technology-policy-resources>

1. Select **Manage Adults** from the **WebNEERS Home page**, under the **Adults** section.
2. Select the **Wrench icon** () under the **Manage** column to the left of the adult user want to edit/view.
3. Select the **EXIT DATA** tab.



4. Change the **Program Status** from **Active** to the appropriate exit status option.
 - a. Select **Educational Objectives Met**, if the participant completed the series (graduated).
 - b. Select the appropriate exit reason, if the participant did not complete the series (terminated).

Status
Ed. Objectives met ▼
Active
Ed. Objectives met
Returned to school
Took a job
Family Concerns
Staff Vacancy
Moved
Lost Interest
Other
Other Obligations
Lost contact with client



Note: "Other" should be used only when none of the other available options are appropriate and as a last resort.

5. Enter the **Number of Lessons** the adult completed.
6. Enter the **Number of Sessions** the adult completed. This will be how many times the educator met with the adult.
7. Enter the total **Number of Hours** - i.e., the total number of contact hours spent providing direct education to the adult.



*Do not include the hours spent entering forms into **WebNEERS**, shopping for supplies, setting up the room, etc.*

8. Add any new forms of **Public Assistance** the adult is receiving as a result of a referral or suggestion from staff.



*User will not be able to select a choice that was already selected under **Public Assistance** on **Entry Data** screen.*

9. Choose the appropriate level of **Technology** used for recruiting or retaining the adult. The levels (low, medium, and high) will depend on the institution's technology use. Recruitment or retention low technology includes e-mail/text reminders, medium technology includes use of social media, and high technology includes video success stories.
 - a. In the **Recruitment or Retention column** mark that check box(es) next to the appropriate technology level(s) used for the exiting adult.
10. Choose the appropriate level of **Technology** used to deliver nutrition education with the adult and record the number of hours of education. The levels (low, medium, and high) will depend on the institution's technology use. Low technology education examples include using MyPlate SuperTracker, existing Apps, or "media moments" during lessons, medium technology examples include online make-up lessons or social media to reinforce learning, high technology examples include using a combination of in person and online lessons, interactive online lessons, or online group meetings.
 - a. In the **Education** column, enter the number of hours of instruction the adult received at each level of technology, if applicable. If less than 1 hour of technology education was received, please enter 0 hours.

Technology		
	Recruitment / Retention	Education
Low	<input type="checkbox"/>	0 Hours
Medium	<input type="checkbox"/>	0 Hours
High	<input type="checkbox"/>	0 Hours



Ex. If the user's institution is only using low technology approaches for recruitment and retention and no technology for education, please fill out the **Technology** section for exiting adults as depicted in the image below.

Technology		
	Recruitment / Retention	Education
Low	<input checked="" type="checkbox"/>	0 Hours
Medium	<input type="checkbox"/>	0 Hours
High	<input type="checkbox"/>	0 Hours

Exit Data Tab Screen

CONTACT INFO	ENTRY DATA	RECALLS	QUESTIONNAIRES	EXIT DATA												
<p>Status Active</p> <p>Exit Date 00/00/0000</p> <p>Number of Lessons 0</p> <p>Number of Sessions 0</p> <p>Number of Hours 0</p>				<p>Public Assistance at Exit (?)</p> <ul style="list-style-type: none"> <input type="checkbox"/> F: Child Nutrition <input type="checkbox"/> F: FDPIR <input type="checkbox"/> F: Head Start <input type="checkbox"/> F: Other <input type="checkbox"/> F: SNAP <input type="checkbox"/> F: TANF <input type="checkbox"/> F: TEFAP - Commodity <input type="checkbox"/> F: WIC/CSFP 												
				<p>Technology</p> <table border="1"> <thead> <tr> <th></th> <th>Recruitment / Retention</th> <th>Education</th> </tr> </thead> <tbody> <tr> <td>Low</td> <td><input type="checkbox"/></td> <td>0 Hours</td> </tr> <tr> <td>Medium</td> <td><input type="checkbox"/></td> <td>0 Hours</td> </tr> <tr> <td>High</td> <td><input type="checkbox"/></td> <td>0 Hours</td> </tr> </tbody> </table>		Recruitment / Retention	Education	Low	<input type="checkbox"/>	0 Hours	Medium	<input type="checkbox"/>	0 Hours	High	<input type="checkbox"/>	0 Hours
	Recruitment / Retention	Education														
Low	<input type="checkbox"/>	0 Hours														
Medium	<input type="checkbox"/>	0 Hours														
High	<input type="checkbox"/>	0 Hours														
<p>Cancel Save</p>																



Note:

In order to **Save** the exit information, the user must select an appropriate **Exit Date**.



Note:

Number of Lessons, Sessions and Hours should be filled in when the participant is exited from the program for any reason.




Note:

For EFNEP, if the adult is marked as **Educational Objectives Met**, the adult **must** have an Exit Recall and an Exit Questionnaire. If not, he/she is not considered a graduate of the program.

Deleting Adults

Deleting adults should be used rarely and done with caution. Generally, only adults entered in error are deleted. Example: An EFNEP participant is entered into the SNAP-Ed system, or vice versa.

1. Select **Manage Adults** from the **WebNEERS Home page**.
2. Select the **Delete icon** () under the **Manage** column to the left of the adult.
3. Select **Ok**, when prompted “**Are you sure you want to delete this adult?**” to delete the adult or select **Cancel**, when prompted “**Are you sure you want to delete this adult?**” to exit without saving and return to the list of adults.




Note:


After an adult is deleted it cannot be restored.

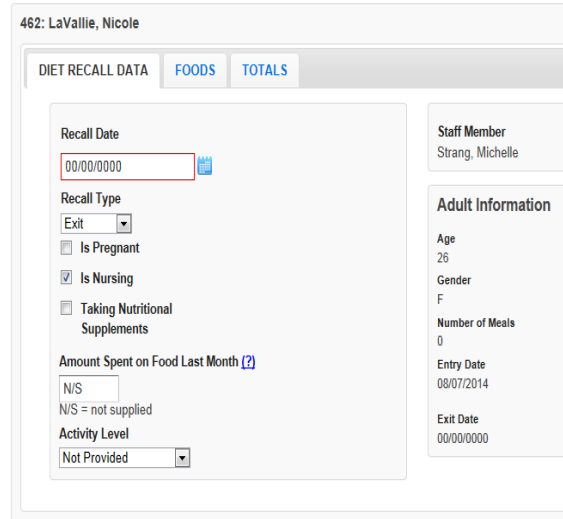
Managing Recalls

The managing recalls function enables the user to add, review/edit, or delete recalls contained within **WebNEERS** without having to access all data entered on the adult participant. This is also a way to quickly access and print diagnostic reports.

Adding a Recall

1. From the **WebNEERS Home** screen, under **Adults**, select **Manage Recalls**.
2. From **Manage Recalls** screen, find the adult to exit.
3. From the **Manage** column, select the **Wrench icon** () icon to edit that record.
4. Select **Add Recall**.

5. The **Recall Date** will automatically populate based on the entry or exit date.
 - a. The calendar icon enables the use of a calendar popup to select a date for the date field located to the immediate left of the button.
 - b. If the recall date is different than the entry or exit date users can manually change the date by:
 - i. Type manually - MM/DD/YYYY or
 - ii. Select the Calendar Icon () and choose the correct date



6. **Recall Type** will default **Entry** if it is the first recall entered.
 - a. Recall Type will default to **Exit** if it is the second recall entered.
 - b. Any additional recalls entered will default to **Additional**.
7. Check the box to indicate the participant **Is Pregnant** (if applicable).
8. Check the box to indicate the participant **Is Nursing** (if applicable).



Note:

Pregnancy and nursing data will carry forward from the Adult entry tab. It should be modified as needed to indicate whether the adult is pregnant or nursing at the time of the recall.



Note:

This option will not be visible for male participants.

9. Check the box if the participant is **Taking Nutritional Supplements**.
10. Enter the **Amount Spent on Food Last Month**. If it is not supplied, enter "N/S"



Note:

Amount of money spent on food should include: money, SNAP benefits (formerly food stamps), WIC vouchers, etc. that adult has discretion over. It should not include items such as school lunch that is provided at no cost.

11. Indicate the **Activity Level**.

Activity Level

- ✓ Not Provided
- Less than 30 Minutes
- 30 to 60 Minutes
- More than 60 minutes

12. Select the **FOODS** tab.

DIET RECALL DATA **FOODS** TOTALS

+ Add food

Manage	Meal	Description	Number of Portions	Portions
--------	------	-------------	--------------------	----------

13. Select **Add Food**.



Note:

A search box will pop-up.

FOOD SEARCH

Common Selections

SEARCH: SHOW All ENTRIES

	Description	Additional Description	Food Code
+	Chicken nuggets	Weaver mini drums, Tyson chicken sticks, chicken bites, McDonald's Chicken McNuggets	24198740
+	Cake, chocolate, devil's food, or fudge, standard-type mix (eggs and water added to dry mix), NS as to icing	Jiffy, Washington	53105000
+	Yogurt, plain, nonfat milk		11411300



Note:



The Food Search compiles a list of the fifty (50) most commonly selected food items for each region. These will pre-populate the Food Search pop-up if recall data has been entered by any users within that region. Users can select an item from the list of common selections or use the search field to find other food items.

14. To locate a food, type the **Food Item** (or food code) in the **Search** box and press enter.



Note:

It is best to start with fairly general words, such as milk rather than 2% milk. See the next section on "Search Functions" (pg. 27) for more information on best practices when searching for food items.

- a. Use the exclamation point icon () to view food details. Select the plus sign () to add the food item to the food recall. Be sure to select the item that best represents the food item (consider nutritional content if it is a food item that does not exist in the database) on the participant's form.



Note:

The Food Quantity screen appears that gives options for Meal Type, Portion Size, and Number of Portions.

- b. Select the **Meal Type**.
 c. Select the **Portion size** that appropriately reflects the measurement.
 d. Enter the **Number of Portions**.



Note:

The Number of Portions options vary based on the food item.


- e. Select **Save** at the bottom of the popup screen.



Note:

Moving between these fields can be accomplished with the use of the tab key or the mouse. If tabbing, a user must hit the space bar or the enter key to select and to "Save" the data.

15. Repeat step 14 for all food and beverage items on the participant's 24-Hour Diet Recall form.

16. Select the **X** button () at the top of the screen or **Done** at the bottom right, after all items are entered.






Note:

Review the list of foods and quantity consumed against the 24-Hour Diet Recall form – make any necessary edits.



Note:

When reviewing the list of foods on the Foods tab, there are three functions available under the Manage column:


- edit food items, ()
- view food item details, () and
- delete food items ().

17. Select **Save** at the bottom of the screen.






Note:

Users will be returned to the recalls screen for the adult whose record was just being edited.

18. If desired, select the **Print icon** () under the **Options** column, to generate the diagnostic reports. See [Adult Reports](#) section below for additional information.


Editing Food Recalls

1. Select **Manage Recalls** from the **WebNEERS Home page**.
2. Select the **Wrench icon** () under the **Manage** column to the left of the adult to access their recall.
3. Select the **Wrench icon** () to view/edit a recall.
4. Click on the **FOODS** tab.
 - a. Select the **Wrench icon** () in the **Manage** column to the left of the food item which needs to be edited, to edit **Meal Types, Portion Sizes, Number of Portions**
 - i. If a food item was edited, select **Save** at the bottom of the pop-up screen to save any changes.



Note:

Users will be returned to the recalls screen for the adult whose record was just being edited.

- b. Select the **Exclamation Mark icon** () to view food item details, which include:
 - i. **Food Group Data Per 100 gram weight of food.**



Note:

This tab shows the food groups represented in the food item.

Food Code: 57123000 Name: Cheerios

FOOD GROUP DATA		NUTRIENTS	WEIGHTS AND MEASURES
Per 100 gram weight of food			
Amounts	Description		
3.379	Number of oz. equivalents of nonwhole grains (enriched, unenriched, and fortified) from the bread, cereal, rice, and pasta food group.		
3.268	Number of oz. equivalents of whole grains from the bread, cereal, rice, and pasta food group.		
0.111	Number of non-whole grain servings		
0.793	Teaspoons of added sugars		

ii. **Nutrients** Per 100 gram weight of food.



This tab shows the nutrient values represented in the food item.

Food Code 57123000 Name: Cheerios

FOOD GROUP DATA NUTRIENTS **WEIGHTS AND MEASURES**

Per 100 gram weight of food

Nutrient	Value
Protein	12g
Total Fat	6g
Carbohydrate	74g
Energy	369kcal

iii. **Weights and Measures.**




This tab shows common measures for the food item.

Food Code 57123000 Name: Cheerios

FOOD GROUP DATA **NUTRIENTS** WEIGHTS AND MEASURES

Gram Weight	Measure Description
1	10 Cheerios
30	1 cup
21	1 single serving box (.75 oz)
30	Quantity not specified

- c. Select the Delete icon () to remove food item(s) that were entered by mistake.



Once an item has been deleted, it cannot be undone.

- d. Select “Add Food” to add additional food items to the recall (see steps above).

5. Select **Save** from the Recalls screen to save the Recall.





Users will be returned to the recalls screen for the adult whose record was just being edited.

Deleting a Recall



Deleting a recall should only be done if the recall was entered accidentally. After a recall is deleted it cannot be restored.

1. Select **Manage Recalls** from the **WebNEERS Home page**.
2. Select the **Wrench icon** () under the **Manage** column to the left of the adult whose recall needs to be deleted.
3. Select the **Delete icon** () under the **Manage** column to the left of the recall that needs to be deleted.
4. Select **Ok**, when prompted **“Are you sure you want to delete this recall?”** to delete the recall or select **Cancel** to exit without deleting and to return to the list of recalls.

Search Function – Food items

There are several new features implemented into the food search section of the **WebNEERS** recall section.

Elastic Search

The default search engine used in WebNEERS is powered by a software package called Elasticsearch. Elasticsearch was selected to replace the legacy algorithm (Levenshtein Distance Formula) because of its ability to provide relevant search results in a highly efficient manner. Elasticsearch is a well-tested and highly utilized piece of software that allows WebNEERS developers to take advantage of a community of search experts instead of attempting to build a custom search solution. Elasticsearch is commercially utilized by Abode, Facebook, Etsy, Netflix and many other companies. *(More information can be found here:*

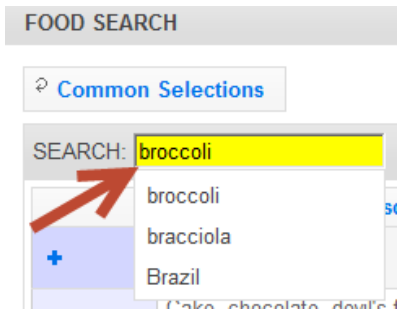
<https://www.elastic.co/blog/found-elasticsearch-from-the-bottom-up>)

Overview of the function:

While typing into the search box, word suggestions will begin to populate in a drop-down menu below the search box. This can help users search or be used to correct common spelling mistakes.

Example:

1. If a user enters the word “Broccoli”; three (3) suggestions “broccoli, bracciola, and Brazil” will appear.
2. Users can then use the arrow keys on the keyboard or mouse to select the word that best describes/represents the food item they seek,
3. Then, after the item is in the search box, users can hit the enter key on the keyboard to search for results from the selected/corrected word.



Fuzzy Match and Damerau-Levenshtein Distance

If the Fuzzy Match function is activated in a user’s preferences (see Section 2 of the WebNEERS manual), the algorithm is implemented on all searches. This function attempts to return correct results even if characters are accidentally left out. This function works best on words longer than five characters.

A major change to the search function of WebNEERS is that users are now able to turn this fuzzy matching on or off, depending on their search preferences. Previously, fuzzy matching was automatic and occurred by default.

When fuzzy matching is turned on, Elasticsearch utilizes the Damerau-Levenshtein distance formula (an extension of the previously used Levenshtein Distance) to determine if a search query matches an item in the index. This formula calculates the number of edits (additions, deletions, substitutions and transpositions) that are required to make two terms match exactly. For instance, the distance for “apple” and “aple” is 1. Results using this function are returned in order of found foods that have the least distance from the search term.

When the user has fuzzy matching turned off, only exact matches to the term entered will be produced (*for more*

information: https://en.wikipedia.org/wiki/Damerau%E2%80%93Levenshtein_distance).



Fuzzy matching is an advanced mathematical process that determines the similarities between data sets, information, and facts – where the outcome is neither true nor false, or 100 percent certain, hence the word, “fuzzy.” The process compares any data type of any length and from any place in a field to find non-exact matches.

Common Selections

WebNEERS automatically generates a list of the foods that are most commonly selected for the region. It creates a list of the top fifty (50) foods, ranked from most to least commonly selected foods.

This list will change over time, based on the selections that are being made in each region.

Note: *When starting a new database, there will be no commonly selected foods until a few recalls have been entered into the system.*

Note: *If there are multiple users within a particular region, the commonly selected foods will populate based on the selections of all users.*

Loading the Common Selections

At any time, the user can replace the most recent food search with the common selections by clicking the **Common Selections** button at the top of the **Food Search** popup.



Food Sorting

WebNEERS automatically returns results in the **Food Search** popup in order of “*Best Match*”. In general, the string closest to the user’s search term(s) will show up first in the list. The algorithm used to determine the closeness of the two strings is the Levenshtein Distance. See Levenshtein Distance section above for more information on this topic.

Diagnostic Reports Available:


The following reports are available within WebNEERS for use with participants:

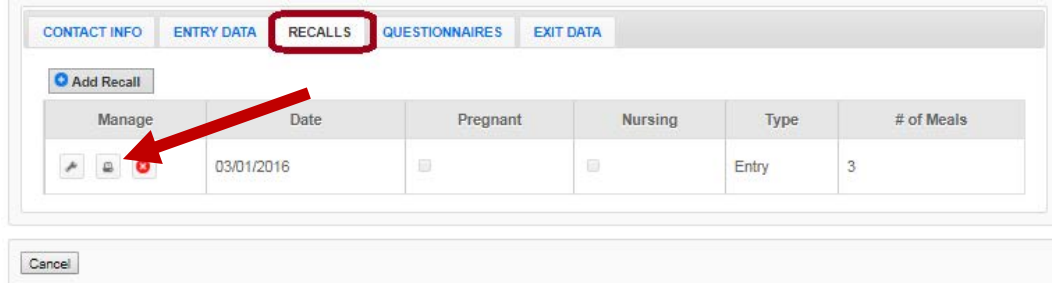
- One Day Recall Report
- One Day Recall Report - Spanish Version
- Food Recall Review

Accessing Diagnostic Reports


Recall diagnostic reports can be accessed in two ways:

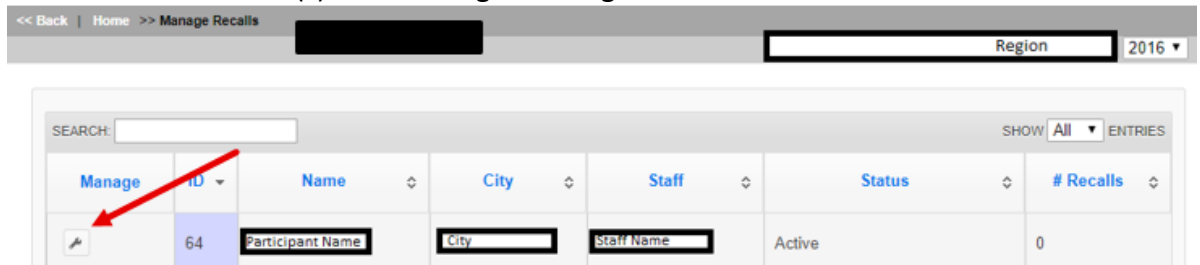
Option 1


1. From within an **Adult record**, by clicking on the **Recalls** tab and selecting the **Print** icon () in the **Manage** column to the left of the recall the recall report is being generate for.

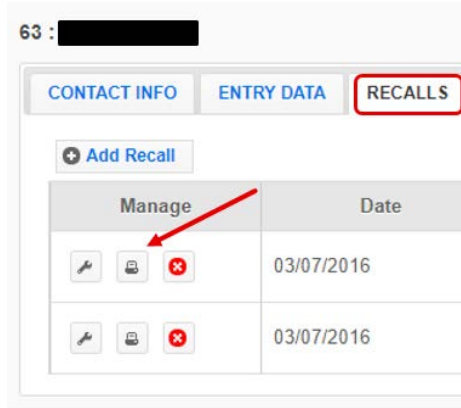


Option 2


1. From the **Manage Recalls** screen, by selecting the **Wrench icon** () to the left of the adult whose recall(s) the user is generating.

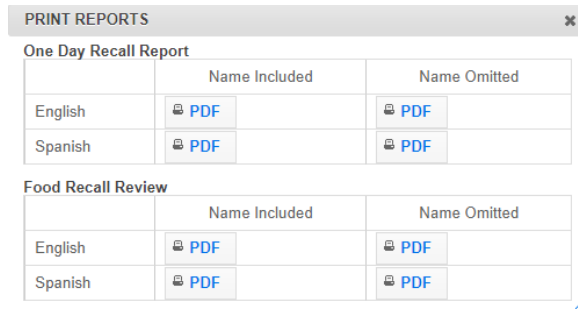


2. Select **Recalls** within the adult's the diagnostic report(s) and then select the **Print icon** () to the left of the recall.

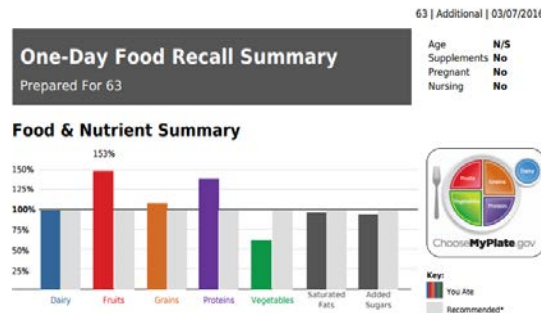


Generate Diagnostic Reports

With either of those options (1 or 2 described above), after clicking on the **Print icon** () to the left of the recall desired, a pop-up screen with the list of reports available will appear in a table format. On this screen users may choose between a **One Day Recall Report** or a **Food Recall Review**.




- The **One Day Recall Report** is a one-page document detailing a summary of the foods and nutrients the participant consumed based on their recall.



- The **Food Recall Review** includes the **One Day Recall Report** as well as healthy eating suggestions that populate based on the participant's food recall, as well as a page detailing how the foods from their recall fit into the food groups.

Select the report option desired.

- Each of these reports may be printed in English or Spanish with the participant name included or omitted. Clicking on the PDF () icon next to the choices to navigate to that document in a new browser window. From there, users may print or save the PDF.




Note:

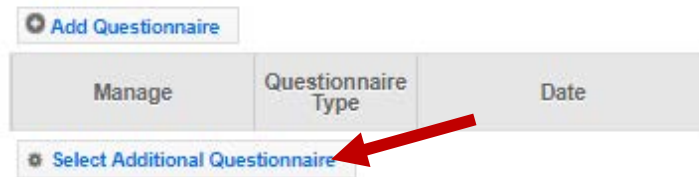
Using the back button in the browser, will return users to the “Contact Info” screen for the participant whose recall report they were viewing.

Managing Questionnaires

The manage questionnaire function enables the user to add, review/edit, or delete Adult Food and Physical Activity Questionnaire surveys contained within **WebNEERS** without having to access all data entered on the adult participant. This is also a way to quickly access and print diagnostic reports.

Adding a Questionnaire

1. From the **WebNEERS Home** screen, under **Adults**, select **Manage Questionnaires**.
2. From the **Manage Questionnaires** screen, find the adult.
3. From the **Manage** column, select the **Wrench icon** () icon to edit that record.
4. Select the **Additional Questionnaire** button, if appropriate. Otherwise, skip to step 6.



Note:

See the [Additional Questionnaire Set](#) section for more information.

5. Select the appropriate **Additional Questionnaire Set**, select **OK**.
6. Select **Add Questionnaire**.
 - a. The questionnaire is displayed with the participant’s ID and name.

7. The **Questionnaire Date** will automatically populate based on the entry or exit date.



If the questionnaire date is different from the entry or exit date, manually change the date by:

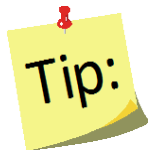
- a. *Type manually - MM/DD/YYYY or*
 - b. *Select the Calendar Icon (📅) and choose the correct date*
8. **Questionnaire Type** will default to **Entry** if it is the first questionnaire entered; **Exit** if it is the second; **Additional** if more than two questionnaires have been entered.



*If the second questionnaire entered is not the **Exit** then it can be changed from **Exit** to **Additional**. To change the Questionnaire Type manually:*

- a. *Select the down arrow (▼) in the Questionnaire Type field.*
- b. *Select the correct Questionnaire Type for the Food and Physical Activity Questionnaire being entered.*

9. Enter the value of the responses to the Food and Physical Activity Questionnaire.⁴



This can be done by choosing the appropriate field or by entering the number reflecting the corresponding answer in the “Response Column.”



- . ~ or – may be used when participants have not provided an answer to a question. A response of N/A or not applicable should only be used for questions that do not apply to participants. For example, using a meat thermometer and cleaning kitchen surfaces after they come in contact with raw meat may not apply to a participant who is vegetarian.*



Additional questionnaires, if selected, will appear directly below the Food and Physical Activity Questionnaire questions. Additional questionnaire questions will only appear if they have been activated at the Institute level.


10. Enter the value of the responses to the **Additional Questions**, if appropriate.

⁴ The Food and Physical Activity Questionnaire must be collected from program participants, with adherence to the Facilitation Protocol. The standardized facilitation protocol ensures that data collected from program participants is collected in the same way across all Land Grant University programs.


11. Select **Save** at the bottom of the screen.



User will be returned to the questionnaires screen for the adult whose record was just being edited.

12. If desired, select the **Report icon** () under the **Manage** column, to generate the diagnostic report. See [Adult Reports](#) section for additional information.


Food and Physical Activity Questionnaire Screen

Questionnaire Date
 

Questionnaire Type



Twenty Core Questions

Question	Response	N/A	1	2	3	4	5	6
1 . Eat fruit more often each day	<input type="text" value="-"/>	Please enter a value from 1 to 6						
2 . Eat vegetables more often each day	<input type="text" value="-"/>	Please enter a value from 1 to 6						
3 . Eat red and orange vegetables more often each week	<input type="text" value="-"/>	Please enter a value from 1 to 7						
4 . Eat dark green vegetables more often each week	<input type="text" value="-"/>	Please enter a value from 1 to 7						
5 . Drink regular soda less often	<input type="text" value="-"/>	Please enter a value from 1 to 7						
6 . Drink fruit punch, fruit drinks, sweet tea, or sports drinks less often	<input type="text" value="-"/>	Please enter a value from 1 to 7						
7 . Exercise for at least 30 minutes more days a week	<input type="text" value="-"/>	Please enter a value from 1 to 8						
8 . Strengthen muscles more days a week	<input type="text" value="-"/>	Please enter a value from 1 to 8						
9 . Make small changes to be active more often	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 . Wash their hands more often before preparing food	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 . Clean items/surfaces more often after contact with raw meat or seafood	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 . Thaw frozen food at room temperature less often	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 . Use a meat thermometer more often	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 . Eat less than wanted less often	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 . Have enough money for food	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 . Cook dinner at home more times a week	<input type="text" value="-"/>	Please enter a value from 1 to 7						
17 . Compare food prices more often	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 . Plan meals before shopping more often	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 . Check cupboard before shopping more often	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 . Make a list before shopping more often	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





If an **Additional Questionnaire** is used, it will appear below the Food and Physical Activity Questionnaire survey and above the Cancel and Save tab options (see ← blue arrow above).

Editing a Questionnaire

1. Select **Manage Questionnaires** from the **WebNEERS Home page**.
2. Select the **Wrench icon** () under the **Manage** column to the left of the adult to access their questionnaire .
3. Select the **Wrench icon** () to the left of the questionnaire to edit the questionnaire.
4. Edit/modify the **Questionnaire Data**, as appropriate.
5. Select **Save** at the bottom of the screen to save the edits and exit the questionnaire or **Cancel** to exit without saving.

Note:



User will be returned to the questionnaires screen for the adult whose record was just being edited.

6. If desired, select one of the two **Report icons** () under the **Manage** column, to generate the diagnostic reports. See [Adult Reports](#) section below for additional information.

Deleting a Questionnaire

Note:

Deleting a questionnaire should only be done if the questionnaire was entered accidentally. After a questionnaire is deleted it cannot be restored.

1. Select **Manage Questionnaires** from the **WebNEERS Home page**.
2. Select the **Wrench icon** () under the **Manage** column to the left of the adult whose questionnaire needs to be deleted.
3. Select the **Delete icon** () under the **Manage** column to the left of the questionnaire that needs to be deleted.
4. Select **Ok**, when prompted **“Are you sure you want to delete this questionnaire?”** to delete the questionnaire or select **Cancel** to exit without deleting and return to the list of questionnaires.


Questionnaire Diagnostic Report

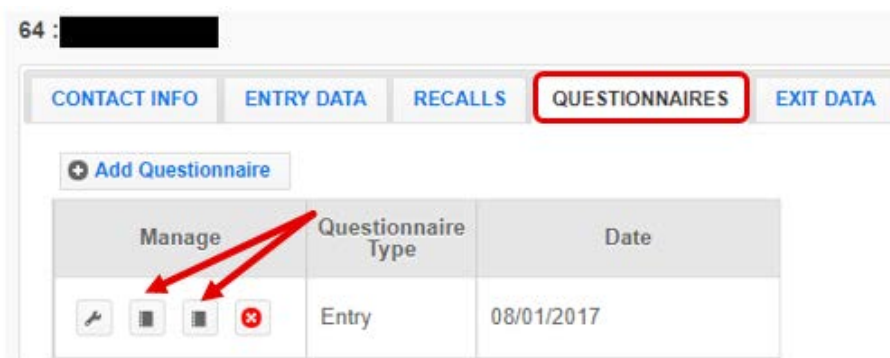
The following reports are available within WebNEERS for use with participants:



- Questionnaire Diagnostic Report
- Questionnaire Diagnostic Report without Participant Name

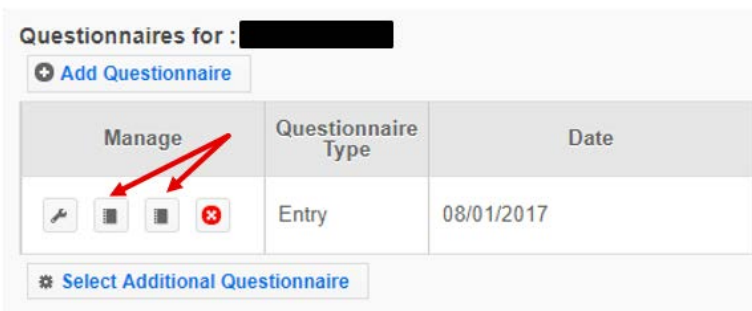
Accessing Questionnaire Diagnostic Report

The Questionnaire Diagnostic Report can be accessed in two ways:

1. From within an **Adult record**, by clicking on the **Questionnaires** tab and selecting one of the two **Report icons** () in the **Manage** column to the left of the questionnaire the diagnostic report is being generated for; the first icon is the full report and the second icon is the same report, without the participant's name.



2. From the **Manage Questionnaires** screen, select the **Wrench icon** () to the left of the adult whose questionnaire(s) the diagnostic report(s) are being generated for and then selecting one of the two **Report icons** () to the left of the questionnaires; the first icon is the full report and the second icon is the same report without the participant's name.



Additional Questionnaire Sets

Additional Questionnaire Sets can be created at the Institute level.

To Create:

1. At the Institute level, select **Manage Adult Questionnaire** from the **WebNEERS Home Page**, under the **Questionnaires** section.
2. Select **Add Adult Questionnaire**.
3. Enter a **Question Set Name**. This is the name that will display in the list of additional questionnaires at the Region level.
4. Enter a **Set ID**. The **Set ID** can be a short name for the question set. It must be a unique value.
5. Select the questions user would like to add to the Questionnaire Set. Questions that are selected will show at the very bottom of the page.

Note:




Adult questions sets are limited to a maximum of 20 questions.

Note:


If the question bank does not meet the user's needs, WebNEERS has an advanced feature that allows the creation of Institute question. To learn more about this option, please refer to the [Create Your Own Question instructions](#).

6. Question sets are activated for **Regions** by selecting the appropriate regions listed at the bottom of the page. If a question set is not activated here, it may be activated later by following the details below on [Activating Additional Questionnaire Sets](#).
7. If needed, question sets may be reordered in the **Sort Selected Questions** section by clicking on the arrows (↕) next to each question and dragging and dropping the question above or below its current position.
8. Select **Create**. **WebNEERS** will return users to the Manage Adult Questionnaires table.

Note:

All available Question Sets are listed in the table. View (), edit (), or delete () the question sets created by selecting the corresponding icon next to the question set.


Note:

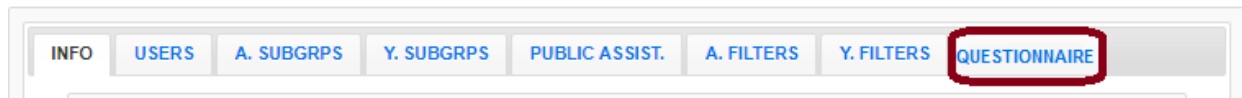
Once a question set is in use by a region, only the report icon () will display next to the question set. This is to ensure data integrity for the reporting period.


To Activate Additional Questionnaire Sets for Regions

Additional Questionnaire Sets can be added to new or different regions AFTER creation. At the Institute level, select **Manage Regions** from the **WebNEERS Home page**, under the **Institute Regions** section.




1. Select the **wrench icon** () next to the region the Additional Questionnaire Set is being added to.
2. Select the **Questionnaires** tab.



3. Click the add icon () next to the question set(s) being added to that region. A message will appear asking user to confirm the step to add the question set. Select **OK**.



Note:

To remove the question set(s) from a region, use the () icon.

4. Repeat steps 2-4 to add a question set to other regions.



Note:

There is no save option on the **Regions** screen, once user clicks *Ok*, the change is saved.

Address Verification (EFNEP Only)

The address verification option standardizes and corrects address information and provides information on adult participants' county, congressional district, and Core Based Statistical Area (CBSA), a geographic area defined by the Office of Management and Budget (OMB) based around an urban center of at least 10,000 people and adjacent areas that are socioeconomically

... tied to the urban center by commuting. These data are used to create filtered reports at the Institute level, and can be used to create Graphic Information Systems (GIS) maps in the future.



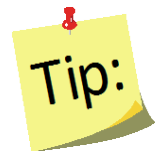
Note:

*Verifying the address is **OPTIONAL**; if the user chooses not to verify the address, it will not prevent the record from saving and moving on with data entry.*



Note:

*Using the address verification function has no security concerns. The actual data the user enters into the system is not being transferred or stored anywhere. A data string is sent via a secure https: server (not a website) and is 'bounced' against a USPS dataset. This allows **WebNEERS** to instantly verify the address entered, as well as ensure standard and correct addresses are captured.*



Tip:

Use GD or General Delivery for addresses that are not recognized. This will “force” the system to use only the zip code for verification and help with accuracy of reports by congressional district at the Institute level.



Note:

EFNEP users can capture information about the county FIPS code, Congressional District, CBSA (core based statistical area), Latitude and Longitude. These fields are not directly editable by the user. These fields can be populated automatically by: a) verifying the address after saving the form or b) using the batch address verification system. See below.

The Process

The process for verifying addresses for adult participants can occur in two ways.

In an Adult Record

1. Selecting **Verify Address** on the **Contact Info** tab within an adult record. See **Adding Adults** for more information on this topic.



Note:

The Verify Address button is only available after the adult record is saved for the first time.

Address Verification	
County	FIPS
Congressional District	CBSA
Latitude	Longitude
<input type="button" value="Verify Address"/>	

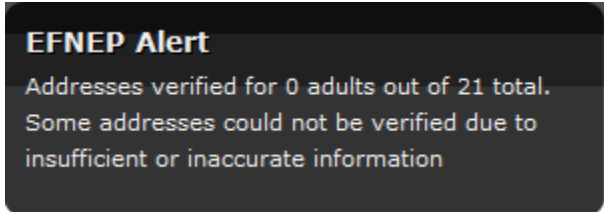
Batch Verification

1. Select **Verify Addresses** from the **WebNEERS Home page**, under the **Adults** section.
2. A popup message will appear in the upper-right hand corner of the screen indicating “**Address Verification In Process**”.

At the conclusion of the verification process, which may take several minutes, a second popup message will appear providing a status on the verification process.



*If at any time during the process the user closes the “**Address Verification in Process**” window or select a new tab or link, the process will stop. However, the process can be resumed later by completing the step above.*



Adult Reports

The adult reports available through **WebNEERS** range from individual diagnostic reports, see [Recall Diagnostic Reports](#) above, to Region level aggregated data, representing the demographics and output data, through Region/Institute level outcome data from summary reports. The reports are a valuable resource to program managers/nutrition supervisors, as well as frontline staff for use with participants. **WebNEERS** reports are available as onscreen reports (via **WebNEERS** or saved as PDFs), printed reports, or as exports that include raw data.



***Reporting Period** dates are automatically populated and used to pull all available data for the current reporting period into the report. It is only necessary to enter dates to view the data for a specific period of time within the reporting period.*

Report Period
To include all currently available data for this reporting period, leave the begin and end dates "00/00/0000". To view a subset of the data, enter specific dates.

Begin Date
10/01/2014 


End Date
09/30/2015 

Adult Mailing Labels

Adult Mailing Labels are available at the Region level. They can be printed and used to send additional materials, lessons or information to current or past participants. Participant addresses should never be shared or distributed to outside sources without prior written consent.

1. Select **Adult Mailing Labels** from the **WebNEERS Home page**, under the **Reports** section.
2. Select the **Filter** the user want to use to generate the labels.
3. Select the **Label Type** (Avery 5160 and 5164 are listed).
4. Select the **Print Direction**.
 - a. Horizontal - Adults are placed on labels first left to right and next top to bottom.
 - b. Vertical - By selecting this option, adults will print first top to bottom and then left to right. This is useful when the labels being used are perforated in columns and the user would like to take advantage of them while still maintaining the labels in the correct order.
5. Select the **Sort**.
 - a. **Zip Code** - sorts by the zip code of the adult participant in ascending numeric order.
 - b. **Name** - Sorts by the last name of the adult participant in ascending alphabetical order.
6. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon (📅) and choose the correct date.
7. Enter the **Data Selection**.
 - a. **Entire Unit** - print labels for all adults in the region.
 - b. **By Staff Member** – prints labels for only the adults associated with the selected staff member.
 - c. **Zip Code** - only generates mailing labels for adults who report a zip code that matches the zip code entered.
8. Select the **Program Status**.
 - a. **All** – returns mailing labels for all adults, regardless of status.
 - b. **Grads Only** – returns mailing labels for adults whose status is “Educational Objectives Met.”
 - c. **Active Only** – returns mailing labels for adults whose status is “Active.”
9. Select **Submit** located at the bottom of the screen to run the mailing list or **Cancel** to exit without viewing it.
10. Select the output of the report.

Selection	# of Adults	Options
All Adults	35	 

- a. For PDF: Select the **Print icon** ()






Note:

The *.pdf is useful if the user wishes to print the labels directly from a file. If selected a browser window will open and the file will automatically begin to download.



Note:

If “by staff member” is selected, select the **Print icon** () - or - the **Download icon** () to the right of the staff member to get the labels to appear.

- b. For Spreadsheet: Select the **Download icon** ()




Note:

This option exports a *.csv file which can be opened with most standard database programs, for modification, or with most standard word processing software packages, for mail merges. If selected a browser window will open and the user will be asked to choose a destination for the file to be saved.

Email List (CSV)

Email Lists are available at the Region level. The email list *.csv option exports a file which can be opened with most standard databases, word processing, and spreadsheet programs, for modification and/or inclusion in email programs. This can be used to contact or follow-up with participants. Email addresses should never be shared or distributed to outside sources without prior written consent.

1. Select **Adult Email List (CSV)** from the **WebNEERS Home page**, under the **Reports** section.
2. Select the **Filter** to use to generate the email list.
3. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon () and choose the correct date.



Note:


If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.

4. Select a **Program Status**.
 - a. **All** - returns emails for all adults, regardless of status.
 - b. **Grads Only** - returns emails for adults whose program status is “Educational Objectives Met.”
 - c. **Active Only** - returns emails for adults whose program status is “Active.”
5. Enter the **Data Selection**.
 - a. **Entire Unit** - returns emails for all adults.

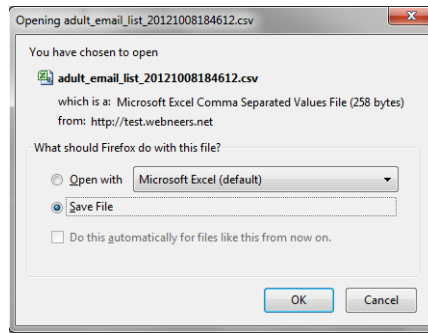
- b. **By Staff Member** returns emails for only the adults associated with the selected staff member.



Note:

*This option generates an *.CSV file for the selected staff member. If this option is selected, select the **Wrench icon** () next to the name of the staff member to run the email list for their participants.*

- c. **Zip Code** - only generates a list of emails for adults who report a zip code that matches the zip code entered.
6. Select **Submit** located at the bottom of the screen to run the email list or **Cancel** to exit without viewing it.
 7. Select **Ok**, after indicating **Open with** <insert file type> or **Save File** in the popup message.



- a. **Open (with)** will result in the list of emails being opened with the default spreadsheet software package on the computer. This option requires users to save the *.csv for later use or copy the emails and paste them into another software package.
- b. **Save File/Save/Save As** will result in a message prompting users to indicate where the file should be saved. Make note of the location where the files is saved so it can be accessed later.

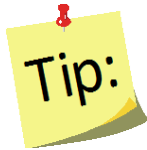
List of Families by Staff Member

The List of Families by Staff Member Report is available at the Region level. This report can be run as a short version (List of Families) or a detailed version (Detail List of Families). The short version allows a user to see basic information about adult participants per each staff person. The detailed version allows a user to see all pertinent information about adult participants per each staff person.



Tip:

The onscreen view of these two reports allows users to quickly review their data for accuracy. Users can click on the column headings to sort ascending or descending. The drop-down on the top right of the table can be used to view more or less records.



Tip:

On the Detailed List of Families, there is a scroll bar underneath the table that allows users to view all data points.

1. Select **List of Families by Staff Member** from the **WebNEERS Home page**, under the **Reports** section.
2. Select the **Filter** to use to generate the report.
3. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon (📅) and choose the correct date.



Note:

*If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

4. Select **Staff Selection**.
 - a. For a single staff person: choose the name of the staff from the list.



Note:

After submitting the form, see below, the user will be taken to an intermediate page where the selected staff member's report can be viewed.

- b. For all staff: leave the selection –All Staff–



Note:



This selection will provide information on all available staff who have data available for this report.



Note:


After submitting the form, see below, the user will be forwarded to an intermediate page where an individual staff member or “all staff” can be selected from the list for review.

5. Select a **Program Status**.
 - a. **All** - returns data for all adults.
 - b. **Active Only** - returns only “Active” participants.
 - c. **Graduates** - returns only adults with Program Status “Educational Objectives Met.”
 - d. **Terminated** – returns only adults who have exited the program without graduation.
6. Select **Sort By**.
 - a. **By ID** – Sorts by adult ID in ascending order.
 - b. **By Name** – Sorts by adult last name in ascending order.

7. Select **Format**.
 - a. **List of Families** - Provides basic information about the adults.
 - b. **Detail List** - Provides complete information about the adults.
 - c. **Detail List (Remove Name, Address and Phone)** – Provides the same information as detail list, but with personally identifiable information removed.
8. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.
9. Select the **Magnifying Glass (Preview) icon** to the right of a staff member to view or print their report.
 - a. Select the () button at the top of the screen to save or print a PDF copy of the report.
 - b. Use the () buttons on the top right of the data table to:
 - i. **Copy** the data. This allows users to paste it into another file type.
 - ii. Open a **Print** preview of the data.
 - iii. **Download** the data into a *.CSV or an *Excel* file for additional analysis.

Recall List Report

The Recall List Report is available at the Region level. This report can be used to review the recall data for adult participants. It allows a user to quickly compare entry and exit values for Foods, Nutrients, etc. as well as to see if entry or exit data is missing for each participant.

1. Select **Recall List Report** from the **WebNEERS Home page**, under the **Report** section.
2. Select the **Filter** to use to generate the report.
3. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon () and choose the correct date.



Note:

*If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

4. Select **Staff Selection**.
 - a. For a single staff person: choose the name of the staff from the list.



Note:

After submitting the form, see below, the user will be taken to an intermediate page where the selected staff member's report can be viewed.

- b. For all staff: leave the selection –All Staff–



Note:

This selection will provide information on all available staff who have data available for this report.



Note:

After submitting the form, see below, the user will be forwarded to an intermediate page where an individual staff member or “all staff” can be selected from the list for review.

5. Select a **Program Status**.
 - a. **All** - returns data for all adults.
 - b. **Active Only** - returns only “Active” participants.
 - c. **Graduates** - returns only adults with Program Status “*Educational Objectives Met.*”
 - d. **Terminated** – returns only adults who have exited the program without graduation.

6. Select **Sort By**.
 - a. **By ID** – Sorts by adult ID in ascending order.
 - b. **By Name** – Sorts by adult last name in ascending order.

7. Select **Privacy**.
 - a. Make no selection, in which case the participant’s name will be displayed.
 - b. Select **Omit Participant’s Name**, in which case the name will be removed.

8. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.

9. Select the **Magnifying Glass (Preview) icon** to the left of the staff member whose report is being viewed or printed

10. To download the report, select the **Download PDF** button at the top of the screen.



Note:

If the report is downloaded, user will be prompted to select a location to save the file. Make sure to note the location for later access.

Adult Questionnaire Review

The Adult Questionnaire Review Report is available at the Region level. This report can be used to review the questionnaire data for adult participants. It allows a user to quickly compare entry and exit values for questions (Food and Physical Activity

Questionnaire or additional) as well as to see if entry or exit data is missing for each participant.

1. Select **Adult Questionnaire Review** from the **WebNEERS Home page**, under the **Reports** section.
2. Select **Adult Selection**.
 - a. **Entire Unit** – show all adults in *the region*.
 - b. **Staff** – shows the adults by staff member.




*If the staff option is selected, select the **Magnifying Glass (Preview) icon** to the left of the staff member to view their report on step 8.*

3. Select **Question Selection**.
 - a. **Food and Physical Activity Questionnaire** – generates the report for the 20 federal questions only.
 - b. **Additional Questionnaire sets** – generates the report for any of the additional questionnaire sets used.
4. Select **Privacy**.
 - a. make no selection, in which case the participant's name will be displayed.
 - b. select **Omit Participant's Name**, in which case the name will be removed.
5. Select **Sort**.
 - a. **By ID** – Sorts by adult ID in ascending order.
 - b. **By Name** – Sorts by adult last name in ascending order.
6. Select a **Program Status**.
 - a. **All** - returns data for all adults.
 - b. **Active Only** - returns only "Active" participants.
 - c. **Graduates** - returns only adults with Program Status "Educational Objectives Met."
 - d. **Terminated** – returns only adults who have exited the program without graduation.
7. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.
8. Select the **Magnifying Glass (Preview) icon** to the left of the staff member to view their report, if needed.
9. To print the report, select the **Print** button at the top of the screen.

Adult Summary

The Adult Summary Report is available at the Region and Institute levels. It provides the aggregated demographic data on all adult participants.

Region Level

1. Select **Adult Summary** from the **WebNEERS Home page**, under the **Reports** section.
2. Select the **Filter** the user want to use to generate the report.
3. If user want to run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon () and choose the correct date.



Note:

*If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

4. Enter the Data Selection.
 - a. Entire Unit - generate the report for the entire unit.
 - b. By Staff Member.




Note:

*If this option is selected, the user will need to select the **Magnifying Glass (Preview) icon** to the left of the staff member to view or print their report on step 7.*

- c. **Zip Code** - only generates a list of adults who report a zip code that matches the zip code entered.
5. Select a **Program Status**.
 - a. All - returns data for all adults.
 - b. Graduates - returns only adults with Program Status “Educational Objectives Met.”
 - c. Terminated – returns only adults who have exited the program without graduation.
 6. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.
 7. Select the **Magnifying Glass (Preview) icon** to the right of the report to view.
 8. To print the report, select the **Print** button at the top of the screen.

Institute Level


1. Select **Adult Summary** from the **WebNEERS Home page**, under the **Summary Reports** section.
2. Select the **Filter** to use to generate the report.
3. Select the **Regions** to be included in the report. To view all regions together, select **“Select All.”**



Note:

A region selection is required.

4. If desired, select the **Congressional Districts, Core Based Statistical Areas (CBSA)** and/or **Counties** to be included.




Note:


Congressional Districts, CBSAs and Counties are only available if addresses of the adults were verified by the Region level users. To include all data (including those records without a valid or a verified address) leave this section blank or select the ‘All Congressional Districts’, ‘All CBSAs’ and/or ‘All Counties.’ Otherwise, use the checkboxes to select the specific information to include in the report under each of these sections. Please note the County is based on the address entered in WebNEERS. This may be different than the ‘region’ setup at each institution. They may not be mutually exclusive.



Tip:

Selecting Congressional Districts, CBSAs and Counties along with regions affects report results. They form “AND” statements - must be in X AND Y to show up in the report. For example, if user selects a County and a Congressional District along with the regions, adults will only show up in the report if their addresses are verified, they are in one of the regions selected, AND they are in the Congressional District AND the CBSA.

5. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon () and choose the correct date.



Note:

*If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

6. Select a **Program Status**.
 - a. **All** - returns data for all adults.
 - b. **Graduates** - returns only adults with Program Status “*Educational Objectives Met.*”

- c. **Terminated** – returns only adults who have exited the program without graduation.
- 7. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.
- 8. Select the **Magnifying Glass (Preview) icon** to the right of the report to view.
- 9. To print the report, select the **Print** button at the top of the screen.

Adult Diet Summary

The Adult Diet Summary Report is available at the Region and Institute levels. It provides the aggregated data and graphics from the adult diet recalls.

Region Level

1. Select **Adult Diet Summary** from the **WebNEERS Home page**, under the **Reports** section.
2. Select the **Filter** to use to generate the report.
3. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon (📅) and choose the correct date.



Note:

*If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

4. Enter the **Adult Selection**.
 - a. **Entire Unit** – generate the report for the entire unit.
 - b. **By Staff Member**.



Note:

*If this option is selected, the user will need to select the **Magnifying Glass (Preview) icon** to the left of the staff member to view or print their report on step 6.*

- c. **Zip Code** - only generates a report for those adults who report a zip code that matches the zip code entered.
5. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.
6. If Entire Unit or Zip Code was selected in step 4, above, select the **Magnifying Glass (Preview) icon** to the right of the report to view the report; If By Staff was selected in step 4, select the **Magnifying Glass (Preview) icon** to the right of the staff person to view their report.
7. Select **Reports & Graphs** to be viewed/printed.

- a. **Preview Adult Diet Summary Report** – the aggregate of all data from pre and post –education 24-hour diet recalls, including those who may have exited with an exit code other than “*Educational Objectives Met*”, but still have pre and post-recall data.
 - b. **Graph – Food Group Improvement** – pre and post-education reported food group improvements (grains, whole grains, fruits, vegetables, protein foods, dairy, oils, solid fats and added sugars).
 - c. **Graph – Calories Among Energy Sources** – pre and post-education distribution among energy sources (carbohydrates, fats and proteins).
 - d. **Graph – Distribution of Nutrient Intake** - pre and post-education distribution among nutrients (calcium, fiber, sodium, potassium, iron, vitamins A, B₆, B₁₂, C, D, folate).
 - e. **Graph – Nutrient Intake – Grads** – pre and post-education distribution of nutrients for graduated participants.
 - f. **Graph – Eat More/Eat Less** – mean reported consumption of food items and nutrients at entry and at exit as compared to recommendations; divided by items we typically should eat more of (whole grain, vegetables, fruit, etc.) and items we should typically eat less of (calories from solid fats and added sugars (SOFAS), refined grains, sodium, saturated fat).
8. To print the report or graphs, select the **Print** button at the top of the screen.

Institute Level

1. Select **Adult Diet Summary** from the **WebNEERS Home page**, under the **Summary Reports** section.
2. Select the **Filter** to use to generate the report.
3. Select the **Regions** to be included in the report. To view all regions together, select “**Select All**”.



A region selection is required.


4. If desired, select the **Congressional Districts, Core Based Statistical Areas (CBSA)** and/or **Counties** to be included.



Congressional Districts, CBSAs and Counties are only available if addresses of the adults were verified by the region level users. To include all data (including those records without a valid or a verified address) leave this section blank or select the ‘All Congressional Districts’, ‘All CBSAs’ and/or ‘All Counties.’ Otherwise, use the checkboxes to select the specific information to include in the report under each of these sections. Please note, the County is based on the address entered in WebNEERS. This may be different than the ‘region’ setup at each institution. They may not be mutually exclusive.



Selecting Congressional Districts, CBSAs and Counties along with regions affects report results. They form “AND” statements - must be in X AND Y to show up in the report. For example, if user selects a County and a Congressional District along with the regions, adults will only show up in the report if their addresses are verified, they are in one of the regions selected, AND they are in the Congressional District AND the CBSA.

5. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon () and choose the correct date.



*If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*


6. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.
7. Select the **Preview Adult Diet Summary Report** button to view the report or Select the **Graph buttons** to view graphs for Food Group Improvement, Calories Among Energy Sources, Distribution of Nutrient Intake, Nutrient Intake for Graduates, or Eat More/Eat Less (see Region level instructions for descriptions of the report and graphics).
8. To print the report or graph, select the **Print** button at the top of the screen.

Adult Questionnaire Summary

The Adult Questionnaire Summary Report is available at the Region and Institute levels. It provides the aggregated data and graphics from the adult Food and Physical Activity Questionnaire and Additional Questionnaires.

Region Level

1. Select **Adult Questionnaire Summary** from the **WebNEERS Home page**, under the **Reports** section.
2. Select the **Filter** to use to generate the report
3. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**

- a. Type manually as MM/DD/YYYY or
- b. Select the Calendar Icon () and choose the correct date.



*If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

4. Enter the **Data Selection**.
 - a. **Entire Unit** – generate the report for the entire unit.
 - b. **By Staff Member**.



Note:

*If this option is selected, the user will need to select the **Magnifying Glass (Preview) icon** to the left of the staff member to view or print their report in step 6.*

- c. **Zip Code** - only generates a report for those adults who report a zip code that matches the zip code entered.
5. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.
6. If Entire Unit or Zip Code was selected in step 4, above, select the **Magnifying Glass (Preview) icon** to the right of the report to view the report; If By Staff was selected in step 4, select the **Magnifying Glass (Preview) icon** to the right of the staff person to view their report.
7. Select **Reports & Graphs** to be reviewed/printed.
 - a. **Preview Adult Questionnaire Summary Report** – the aggregate of all data from pre and post –education questionnaires, including those who may have exited with an exit code other than “*Educational Objectives Met*”, but still have pre and post-questionnaire data.
 - b. **Graph –Improved Practices** – Bar graph showing improved practices on food resource management, nutrition practices, and food safety.
 - c. **Graph – Desirable Practices** –Bar graph showing changes in desirable practices (scored at an acceptable level on all questions within a construct) on the practices of food resource management, nutrition practices, food safety, and for all three constructs together.
8. To print the report or graphs, select the **Print** button at the top of the screen.

Institute Level

1. Select **Adult Questionnaire Summary** from the **WebNEERS Home page**, under the **Summary Reports** section.
2. Select the **Filter** the user want to use to generate the report.
3. Select the **Regions** to be included in the report. To view all reports together, select “**Select All.**”



Note:

A region selection is required.


4. If desired, select the **Congressional Districts, Core Based Statistical Areas (CBSA)** and/or **Counties** to be included.



Congressional Districts, CBSAs and Counties will only be available if addresses of the adults were verified by the region level users. To include all data (including those records without a valid or a verified address) leave this section blank or select the 'All Congressional Districts', 'All CBSAs' and/or 'All Counties.' Otherwise, use the checkboxes to select the specific information to include in the report under each of these sections. Please note, the County is based on the address entered in WebNEERS. This may be different than the 'region' user setup. They may not be mutually exclusive.



Selecting Congressional Districts, CBSAs and Counties along with regions affects report results. They form "AND" statements - must be in X AND Y to show up in the report. For example, if user selects a County and a Congressional District along with the regions, adults will only show up in the report if their addresses are verified, they are in one of the regions selected, AND they are in the Congressional District AND the CBSA.

5. To run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**.
 - a. Type manually as MM/DD/YYYY or
 - b. Select the Calendar Icon () and choose the correct date.



*If no dates are selected, **WebNEERS** will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

6. Select **Submit** located at the bottom of the screen to view the report or **Cancel** to exit without viewing it.
7. Select the **Magnifying Glass (Preview) icon** to the right of the report to view it.
8. Select the **Preview Adult Questionnaire Summary Report button** to view the report or Select the **Graph buttons** to view graphs for Improved Practices or Desirable Practices (see [Region level](#) instructions for descriptions of the report and graphics).
9. To print the report, select the **Print** button at the top of the screen.

Subgroups List

The Subgroup List is available at the [Region](#) and [Institute levels](#). It can be used to view the list of Federal, Institute and Region Adult subgroups available to that user.



Region level subgroups can only be viewed by Region level users

Region Level

1. Select **Subgroup List** from the **WebNEERS Home page**, under the **Reports** section.
2. Review the list on the screen or print by selecting the **Print** button at the top of the screen.

Institute Level

1. Select **Adult Subgroup List** from the **WebNEERS Home page**, under the **Setup – Reports** section.
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen.

Filter List

The Filter List is available at the Region and Institute levels. It can be used to view the list of Federal, Institute and Region Adult filters available to that user.



Note:

Region level filters can only be viewed by Region level users

Region Level

1. Select **Filter List** from the **WebNEERS Home page**, under the **Reports** section.
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen.

Institute Level

1. Select **Adult Filter List** from the **WebNEERS Home page**, under the **Setup - Reports** section.
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen.

Public Assistance List

The Public Assistance List is available at the Region and Institute levels. It can be used to view the list of Federal, Institute and Region Adult Public Assistance Programs available to that user.



Note:

Region level public assistance programs can only be viewed by Region level users.

Region Level

1. Select **Public Assistance List** from the *WebNEERS Home page*, under the **Reports** section.
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen.

Institute Level

1. Select **Adult Public Assistance List** from the *WebNEERS Home page*, under the **Setup – Reports** section.
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen.

Browse Adult Data

Browse Adult Summary – Institute Level

The Browse Adult Summary screen provides a snapshot of the number of adults in WebNEERS that fit within each of the Federal and Institute level filters, by region. This is a quick way to see in real time if data entry is complete. Use the search box on the top to quickly narrow results by filter or by region.

1. Select **Browse Adult Summary** from the *WebNEERS Home page*, under the **Browse** section.
2. The data will be displayed on the screen.

Browse Adult Diet Summary – Institute Level

The Browse Adult Diet Summary screen provides a snapshot of the number of adults with entry and exit recalls in WebNEERS that fit within each of the Federal and Institute level filters, by region. This is a quick way to see in real time if data entry is complete. Use the search box on the top to quickly narrow results by filter or by region.

1. Select **Browse Adult Diet Summary** from the *WebNEERS Home page*, under the **Browse** section.
2. The data will be displayed on the screen.

Browse Adult Questionnaire Summary – Institute Level

The Browse Adult Questionnaire Summary screen provides a snapshot of the number of adults with entry and exit Food and Physical Activity Questionnaire surveys, and if used Additional Questionnaire sets, in WebNEERS that fit within each of the Federal and

Institute level filters, by region. This is a quick way to see in real time if data entry is complete. Use the search box on the top to quickly narrow results by filter or by region.

1. Select **Browse Adult Questionnaire Summary** from the **WebNEERS Home page**, under the **Browse** section.
2. The data will be displayed on the screen.