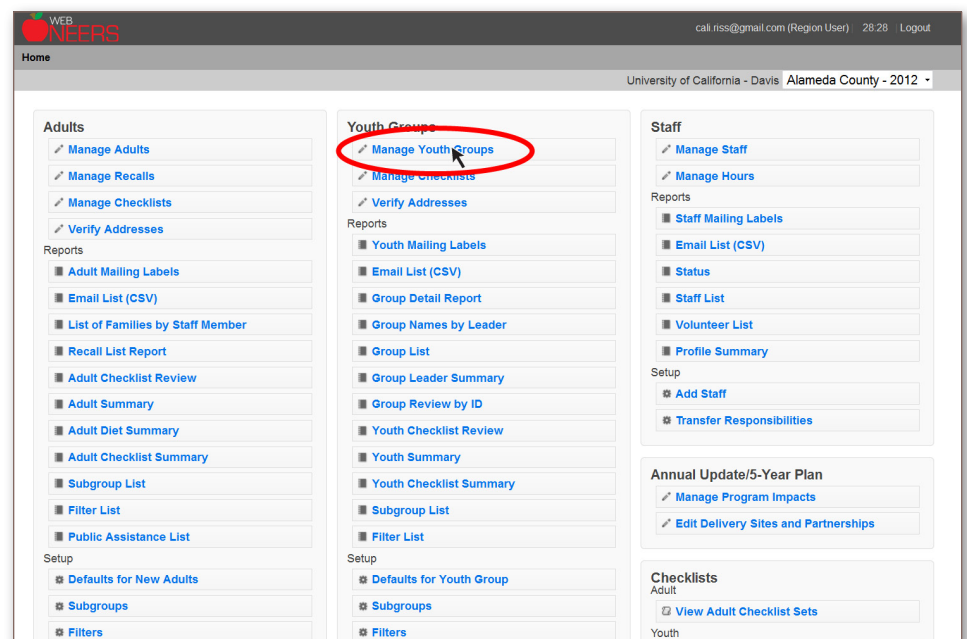


# Entry of Youth Outcome Data into WebNEERS

Youth outcome data is entered for each youth participant. Youth Educators need to set up a youth group with entry data information in WebNEERS prior to entering pre-test (entry) and post-test (exit) scores. One method is scoring and pairing pre and post tests for each youth participant prior to data entry. A second method is entering pre-test (entry) surveys/checklists on one occasion and returning to WebNEERS to input the post-test (exit) survey/checklist scores at a later date.

Go to the main home switchboard and choose "Manage Youth Groups" from the Youth Groups section.










The screenshot displays the WebNEERS home switchboard. The top navigation bar includes the WebNEERS logo, user information (call.rss@gmail.com (Region User) 28.28 Logout), and location (University of California - Davis Alameda County - 2012). The main content area is divided into three columns: Adults, Youth Groups, and Staff. The Youth Groups column is highlighted with a red circle, and the 'Manage Youth Groups' link is circled in red. The interface also includes sections for Reports, Setup, and Checklists.



From the "Manage Youth Groups" screen, click on the "wrench" icon to enter checklist data for the group of your choice.

The screenshot shows the 'Manage Youth Groups' interface. At the top, there are filters for 'Youth Filter' (set to 'All Youth Groups') and 'Staff Filter' (set to 'All Staff'). Below the filters is a table with columns: Manage, ID, Group Name, Leader, Program, Delivery, and # of Youth. The first row, 'Boys and Girls Club' (ID 2), is highlighted in yellow. A red circle is drawn around the wrench icon in the 'Manage' column for this row. A tooltip 'Edit this youthgroup' is visible over the icon.

Manage	ID	Group Name	Leader	Program	Delivery	# of Youth
	2	Boys and Girls Club	Tamargo, Melissa	A	J	25
	3	Recycle 4-H Club	Donohue, Susan	A	E	20
	4	EFNEP Youth	Tamargo, Melissa	A	L	1
	10	Elk Grove After School Program	Gaga, Lady	A	J	20
	18	Boys and Girls Club	Aguilera, Christina	A	L	35
	19	Callie Cat's Kitten School	Ludwig, Shaunna   7826	A	L	5
	36	Davis Elementary	Tamargo, Melissa	A	J	21

From the "Edit Youth Group" screen click on the "Youth Checklist" tab.

The screenshot shows the 'Edit Youth Group' screen for 'Boys and Girls Club'. The 'YOUTH CHECKLIST' tab is highlighted with a red circle. The screen contains several form fields for contact information and address verification. The 'Name' field is filled with 'Boys and Girls Club'. The 'City' field is filled with 'Davis', and the 'State' is set to 'CA'. The 'Address Verification' section includes fields for County, FIPS, Congressional ID, CBSA, Longitude, and Latitude, all of which are currently empty. A 'Verify Address' button is located below these fields.

2 : Boys and Girls Club

CONTACT INFORMATION LEADERS ENTRY & EXIT DATA DEMOGRAPHICS **YOUTH CHECKLIST** Remarks

Name  
Boys and Girls Club

Mailing Name

Address

City State Zip Plus 4  
Davis CA [ ] [ ] [ ]

Phone Number Phone Ext

Email

Address Verification

County FIPS  
[ ] [ ]

Congressional ID CBSA  
[ ] [ ]

Longitude Latitude  
[ ] [ ]

Verify Address

Cancel Save



From the "Edit Youth Group" screen, select "Federal Checklist" drop down menu. Choose "K-2nd".

The screenshot shows the 'Edit Youth Group' screen for 'Boys and Girls Club'. The 'Checklists' section is active, displaying a table with columns: Manage, Youth Identifier, Has Exit, Entry Date, and Exit Date. A dropdown menu is open, showing options: K-2nd, Federal Checklist, 3rd-5th, 6th-8th, and 9th-12th. The 'K-2nd' option is highlighted. The table contains one entry with Youth Identifier '125', Has Exit 'Yes', Entry Date '2012-10-01', and Exit Date '0000-00-00'. The 'Number of Youth' is 25 and 'Number of Checklists' is 1. Buttons for 'Cancel' and 'Save' are at the bottom.

From the "Edit Youth Group" screen, select "Add Checklist".

The screenshot shows the 'Edit Youth Group' screen for 'Boys and Girls Club'. The 'Checklists' section is active. The '+ Add Checklist' button is highlighted with a red circle. The dropdown menu is open, showing 'K-2nd' selected. The table below is empty. The 'Number of Youth' is 25 and 'Number of Checklists' is 1. Buttons for 'Cancel' and 'Save' are at the bottom.



Enter Checklist information: Youth Identifier, Checklist Entry Date, and Checklist Exit Date (if applicable). "Youth Identifier" is a required field and can be used in place of a youth participant's name. Youth Educators may find it helpful to have a system to generate custom and meaningful IDs. The suggested method for creating a "Youth Identifier" uses 6 characters and is shown on page 7.

Note: A youth identifier can only be used once within a group. You can, however, have the same youth identifier in more than one youth group.

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<< Back | Home >> Manage Youth Groups >> Edit Youth Group Boys and Girls Club >> Add Checklist

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Youth Identifier \* This field is required

Checklist Entry Date 10/01/2012

Checklist Exit Date 00/00/0000

**K-2nd - Entry**

Question	Response	0	1	2	3	4	5	6	7
1. Circle the Physical Activities	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
2. Circle snacks that are best	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
3. Circle the Vegetables	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
4. Circle the Dairy (Milk)	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
5. Circle the Fruits	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
6. Circle washing hands	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

Enter the score for each Checklist item by typing in the response box or clicking the appropriate radio button.

**K-2nd - Entry**

Question	Response	0	1	2	3	4	5	6	7
1. Circle the Physical Activities	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
2. Circle snacks that are best	2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
3. Circle the Vegetables	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
4. Circle the Dairy (Milk)	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
5. Circle the Fruits	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
6. Circle washing hands	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			



Click "Save" or "Save and Add New" to move onto the next checklist.

A screenshot of a web application interface showing a checklist form. The form contains six items, each with a text input field and a grid of radio buttons. The items are:

1. Circle the Physical Activities
2. Circle snacks that are best
3. Circle the Vegetables
4. Circle the Dairy (Milk)
5. Circle the Fruits
6. Circle washing hands

At the bottom of the form, there are three buttons: "Save", "Save and Add New", and "Cancel". The "Save" and "Save and Add New" buttons are circled in red. Below the form is a dark footer with navigation links: "Home Settings Logout", "Developed by the Youth Learning Institute", and "Version: 0.9.6.6 (3/4/2013)".

Once you have saved a summary screen, a list of Checklists will appear. If a student does not have an Exit checklist, it will be noted in red.

A screenshot of a web application interface showing a summary screen for "2 : Boys and Girls Club". The screen has a navigation bar with tabs: "CONTACT INFORMATION", "LEADERS", "ENTRY & EXIT DATA", "DEMOGRAPHICS", and "YOUTH CHECKLIST". The "YOUTH CHECKLIST" tab is active. Below the tabs, there are two input fields: "Number of Youth: 25" and "Number of Checklists: 2". There is an "Add Checklist" button and a dropdown menu showing "K-2nd". Below this is a table with the following columns: "Manage", "Youth Identifier", "Has Exit", "Entry Date", and "Exit Date".

Manage	Youth Identifier	Has Exit	Entry Date	Exit Date
	125	Yes	2012-10-01	0000-00-00
	MRSK01	No	2012-10-01	0000-00-00

The "No" entry in the "Has Exit" column for the second row is circled in red. At the bottom of the table, there are "Cancel" and "Save" buttons. Below the table is a dark footer with navigation links: "Home Settings Logout", "Developed by the Youth Learning Institute", and "Version: 0.9.6.6 (3/4/2013)".



If a youth participant has an Exit checklist, it will be noted in green on the summary screen.

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<< Back | Home >> Manage Youth Groups >> Edit Youth Group: Boys and Girls Club

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2 : Boys and Girls Club Remarks

CONTACT INFORMATION | LEADERS | ENTRY & EXIT DATA | DEMOGRAPHICS | YOUTH CHECKLIST

Checklists Number of Youth: 25  
Number of Checklists: 2

+ Add Checklist K-2nd

Manage	Youth Identifier	Has Exit	Entry Date	Exit Date
	125	Yes	2012-10-01	0000-00-00
	MRSK01	No	2012-10-01	0000-00-00

Cancel Save

Home Settings Logout  
Developed by the Youth Learning Institute  
Version: 0.9.6.6 (3/4/2013)

Note: the Number of Youth in the Youth Group and Number of Checklists are listed in the top right corner of the summary screen for Youth Checklists. You cannot have more checklists than the total number of youth in the group.

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call.riss@gmail.com (Region User) 26:50 Logout

<< Back | Home >> Manage Youth Groups >> Edit Youth Group: Boys and Girls Club

University of California - Davis | Alameda County - 2012

2 : Boys and Girls Club Remarks

CONTACT INFORMATION | LEADERS | ENTRY & EXIT DATA | DEMOGRAPHICS | YOUTH CHECKLIST

Checklists Number of Youth: 25  
Number of Checklists: 2

+ Add Checklist K-2nd

Manage	Youth Identifier	Has Exit	Entry Date	Exit Date
	125	Yes	2012-10-01	0000-00-00
	MRSK01	No	2012-10-01	0000-00-00

Cancel Save

Home Settings Logout  
Developed by the Youth Learning Institute  
Version: 0.9.6.6 (3/4/2013)