

A top-down view of a person sitting on a patterned rug. In front of them is a laptop displaying a video call with three participants. To the right of the laptop is a smartphone and a white mug. Further right is a bowl of food. The person's hands are visible, one holding a pen over a notebook. The entire scene is overlaid with a dark semi-transparent rectangle containing white text. White circuit-like lines are drawn on the left and right sides of the image.

WEB-APP DIRECT DATA ENTRY IN WEBNEERS

COMMUNICATION DURING TODAY

- In order to ask questions, please utilize the Q&A feature at the bottom of the Zoom feature bar
- We will answer all questions at the end of the presentation
- This presentation will be recorded for future use
- Materials discussed will be available on the new EFNEP resources website <https://connect.extension.org/g/efnep>

TODAY'S TRAINING

This training is provided with the support of the EFNEP Technology Committee. The High-level Subcommittee Members provided their experience, insight and suggestions to create a well-rounded training.

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LET'S GET ON THE SAME PAGE

- Each Institute is different in how they handle data entry responsibilities
- Online data entry will likely NEVER replace the need for paper forms
- There are some participant groups this will work great for and some it will NEVER work for
- WebNEERS app definitions
 - Native App – traditional app on a device, can store data when internet is not available
 - Web App – need a link and access to internet similar to Qualtrics

PURPOSE OF THIS TRAINING

Provide detailed instructions on how to use the Web-app version for the WebNEERS Direct Data System



PURPOSE OF DIRECT DATA ENTRY

Allows adult EFNEP participants to enter their own entry/exit demographic and questionnaire information directly into WebNEERS





WHY IS DIRECT DATA ENTRY A POSITIVE

- Saves time during first and last lessons
- Allows more time for quality Food Recalls
- Participants are more likely to answer personal questions like monthly income
- Reduces data entry time
- Educators have more control over their own data
- Don't need to download an app or software for the web-app just need internet and a device



STEP 1: USER RIGHTS

USER RIGHTS ACCESS IN WEBNEERS

- Institute and Regional level users must be given access to utilize direct data entry
- The User Rights needed are:

232	Direct Data Entry	System Administration
233	Delete App Adults	Adult
234	Can Create Exit / Sampling Room Code	Adult
236	View All Room Codes	System Administration

USER RIGHTS ACCESS IN WEBNEERS

- View All Room Codes – this option is up to the Institute level on if it is needed.
- If selected, then everyone can see ALL room codes created, might be best to limit this user right

236	View All Room Codes	System Administration
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STEP 2: CREATE ROOM CODE

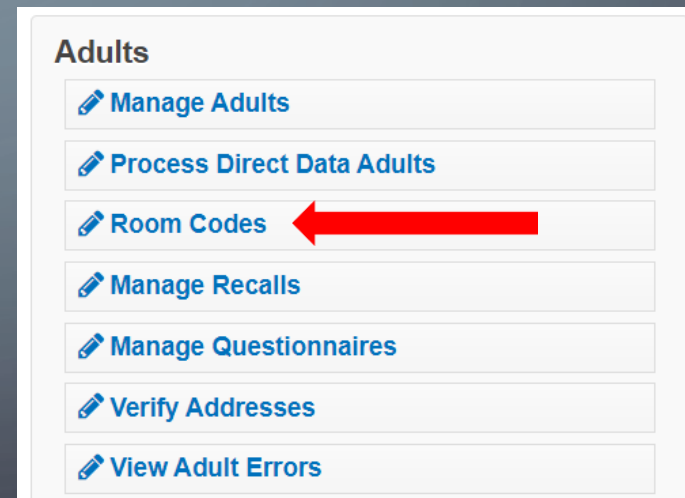
ROOM CODES & DATA COLLECTION STEPS

Step 1: Log in



The screenshot shows the login interface for WEB NEERS. At the top left is a logo featuring a red apple with a green leaf and the text "WEB NEERS" in red. Below the logo are two input fields: "Username" with a placeholder "Your Email Address" and "Password". A link for "Forgot Password?" is positioned below the password field. Further down, the text "Version 1.3" and a link for "Download User Manual" are visible. At the bottom, the OMB Number "0524-0044 (expires: 03/31/2023)" is displayed above a blue "Login" button.

Step 2: Under the Adult section, select the Room Codes feature

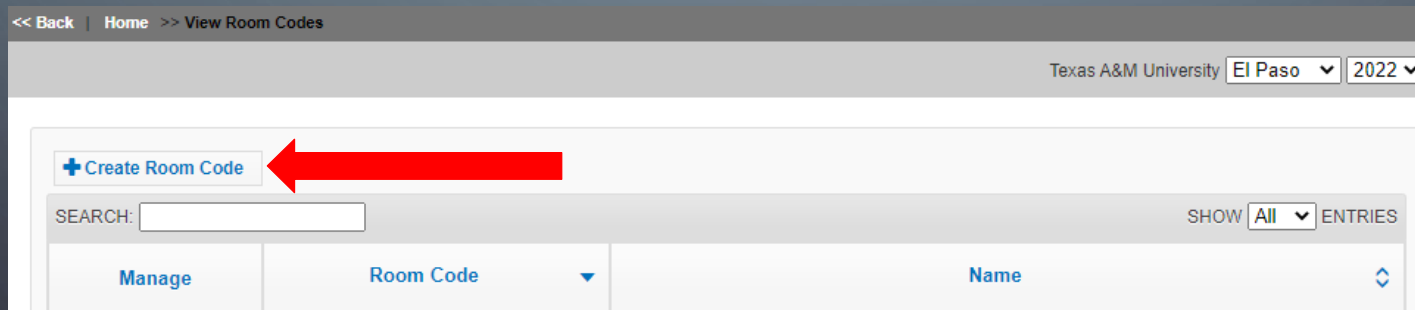


The screenshot displays a menu titled "Adults" with several options, each preceded by a blue pencil icon. The options are: "Manage Adults", "Process Direct Data Adults", "Room Codes", "Manage Recalls", "Manage Questionnaires", "Verify Addresses", and "View Adult Errors". A prominent red arrow points to the "Room Codes" option, indicating it is the selected feature for this step.

ROOM CODES STEPS

Room Codes are created for each individual group and for Entry and Exit

Step 3: Select the **Create Room Code** feature

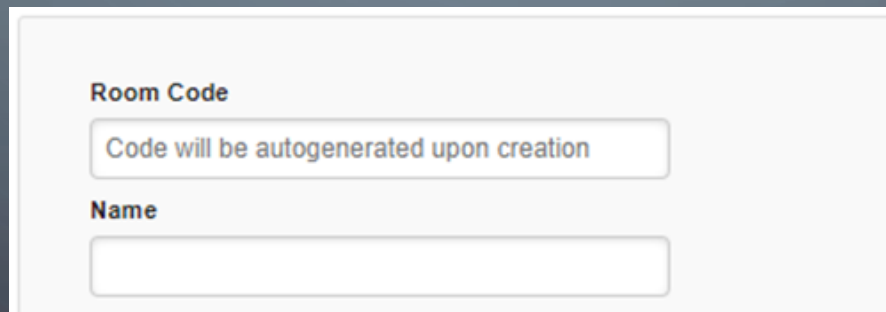


ROOM CODES STEPS

Step 4: Naming the Room

It is important to be as descriptive as possible

For example: Educator last name, Entry/Exit, Group Name



The image shows a white rectangular form with a thin border. It contains two sections. The first section is labeled 'Room Code' in bold black text. Below it is a rounded rectangular input field containing the text 'Code will be autogenerated upon creation'. The second section is labeled 'Name' in bold black text. Below it is an empty rounded rectangular input field.

ROOM CODES STEPS

Also be sure to select:

- Staff (educator) name
- Residence type
- Lesson type
- Type – Entry or Exit
- Include Questionnaire (yes or no)
- Subgroups: select appropriate

The screenshot shows a form for creating a room code. The form is divided into two main sections: 'Room Code' and 'Subgroups'. The 'Room Code' section contains several fields: 'Room Code' (a text box with the placeholder 'Code will be autogenerated upon creation'), 'Name' (a text box), 'Staff' (a dropdown menu with '--Select One--'), 'Residence Type' (a dropdown menu with '--Select One--'), 'Lesson Type' (a dropdown menu with '--Select One--'), 'Type' (a dropdown menu with 'Entry'), and 'Include Questionnaire?' (a dropdown menu with 'Yes'). The 'Subgroups' section contains a list of checkboxes for selecting subgroups. A red box highlights the 'Subgroups' section. The subgroups listed are: F: EFNEP, F: ESWIC, F: Online Data Collection, F: Pacific Islands, F: Pacific Islands, F: Sample, F: SNAP-Ed, F: Subgroup 1 - PRE/REPRE/PO, F: Subgroup 2 - PRE/PO/REPRE, F: Subgroup 3 - PO/REPRE, F: Team Nutrition, and F: Temporary Remote Education. To the right of the 'Subgroups' section, there are four checkboxes for selecting additional subgroups: I: HBHMs - telephone series, I: HBHMs - Virtual, I: N.C. Online Series, and I: Telephone Scripts, and I: WIC Curriculum, and I: Young Adults.

Room Code

Code will be autogenerated upon creation

Name

Staff

--Select One--

Residence Type

--Select One--

Lesson Type

--Select One--

Type

Entry

Include Questionnaire?

Yes

Subgroups

F: EFNEP

F: ESWIC

F: Online Data Collection

F: Pacific Islands

F: Pacific Islands

F: Sample

F: SNAP-Ed

F: Subgroup 1 - PRE/REPRE/PO

F: Subgroup 2 - PRE/PO/REPRE

F: Subgroup 3 - PO/REPRE

F: Team Nutrition

F: Temporary Remote Education

I: HBHMs - telephone series

I: HBHMs - Virtual

I: N.C. Online Series

I: Telephone Scripts

I: WIC Curriculum

I: Young Adults

ROOM CODES STEPS

- Step 5: When completed, select **Save**
- Step 6: Select the **Enter Room**  feature to retrieve the room link and code

[+ Create Room Code](#)

SEARCH:

Manage	Room Code	Name
  	W3MFT	HFHF Wayne County WIC- Adults TEST EXIT
  	S62TF	HFHF Mars County Adults GHP- Entry

Features key:



This feature allows you to edit the Room Code



This feature allows you to delete the Room Code



This feature allows you to enter the room code to retrieve the link

ROOM CODES STEPS

HELPFUL TIP:

Depending on how your Institution is set up – you many need to create a Room Code Request Form

With this form:

- EFNEP educators fill it out and send it to Data Entry personnel
- The data entry staff go into WebNEERS to create the Room Code
- Then sends the form back to the educator with the Room Code Link

ENFEP Direct Data Collection
Room Code Request Form

Room Name:
(County name, educator, group name, entry or exit)

Educator Name:

Residence Type: (Select one)

Lesson Type: (Select one)

Entry
-or-
 Exit

Include Questionnaire? (Select one)

Subgroups:

<input checked="" type="checkbox"/> Online Data Collection	<input type="checkbox"/> HBHM – Virtual
<input type="checkbox"/> Cooking with EFNEP	<input type="checkbox"/> N.C. Online Series
<input type="checkbox"/> HBHM – Telephone Scripts	<input type="checkbox"/> Today's Mom
	<input type="checkbox"/> Young Adults

Other subgroups or adult groups:

LOA complete this section and return to NEA.

<input type="checkbox"/> Entry	Room Code: <input type="text"/>	Room Link: <input type="text"/>
-or-		
<input type="checkbox"/> Exit	Room Code: <input type="text"/>	Room Link: <input type="text"/>

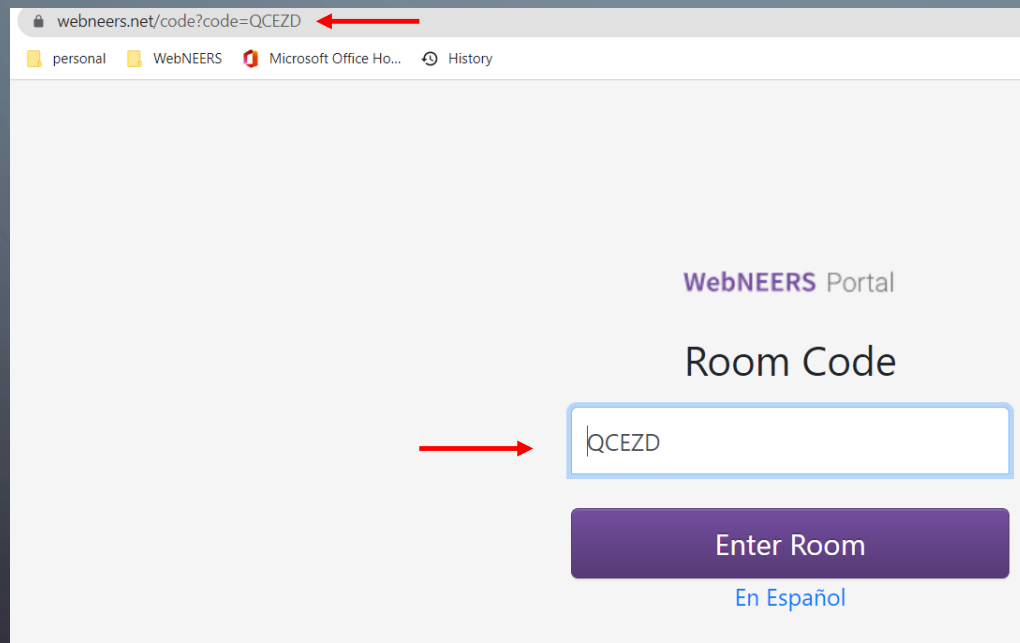


STEP 3: DATA COLLECTION

DATA COLLECTION STEPS

Step 7: Copy and paste the hyperlink and room code to include in your email

- Note, the room code will auto populate for participants.
- There is also the option to enter the room in Spanish “En Español.”



DATA COLLECTION STEPS

1. Draft an email to participants up to a week PRIOR to the first lesson and last lesson.
2. Copy/paste the URL and the ROOM CODE and include it in the email.
 - Provide a brief explanation to your participants on how to access the site, what information will be collected, and why.
3. Before class, login to WebNEERS and see how many participants have completed their paperwork. Encourage those who did not, to join you ahead of class or after the lesson to complete it and provide assistance, as needed. Or you may offer them a paper option.

DATA COLLECTION STEPS

HELPFUL TIP:

Create a draft email to be sent out to participants that includes the hyperlink and or Room Code that is changed for each group

***Create a separate email for EXIT ***

Entry Survey Email Template

Subject: Invitation to complete EFNEP Paperwork

Dear [\[insert participant name\]](#),

Thank you for joining EFNEP! We hope you will find the program to be an engaging learning opportunity.

In order to continue to offer this program for free to communities like yours all over Texas, we ask all participants to complete some paperwork. This includes an enrollment form with information about you and your family, as well as a survey about your food and physical activity behaviors.

This email has a secure link in it which will take you to the survey. The forms you complete are confidential and your participation will not affect any other services you receive or programs you are involved in.

Follow this link to the Survey:

[\[webneers link\]](#)

Please complete the survey within the next week. If you need assistance with the survey, please reach out to me by phone or email. I can help you with questions about how to complete the survey or walk you through it question by question. There is also an option to complete the survey in Spanish after you click on the link above.

CREATE STEP BY STEP INSTRUCTIONS FOR YOUR INSTITUTION

Texas A&M Direct Data Entry Steps

Creating Room Codes

- 1) Fill out room code request form & email form to LOA.
- 2) LOA creates room code and room code information is recorded in county excel document.
- 3) LOA responds to request email with room code to educator.
- 4) Educator emails participants with room link and class information a week prior to class beginning.
- 5) Educator & LOA communicate on who has completed the entry survey prior to the first class beginning.
- 6) Repeat steps 1-5 for exit room codes (remember to request a week ahead of the final session).

Processing Adults

LOAs should wait to process adults until after the first class has been completed and attendance has been verified by the educator. This will be a learning process and will require trial and error to find what works best for your county!

After completing your first group using Direct Data Entry – please reach out to the State Office (email Michael Laguros) with your feedback, roadblocks, constructive criticism, and anything we can do to help streamline the process.



LET'S PRACTICE

Creating a Room Code

Practice entering your data:

<https://www.webneers.net/code?code=QCEZD>



REPEAT STEPS FOR COLLECTION OF EXIT DATA

1. Log into WebNEERS
2. Select Room Code Feature
3. Create a new Room Code
4. Name the room – *be sure to use the same name as entry but put exit*
5. Save the room
6. Enter the Room to get the Room Code and the direct web link
7. Send Room Code direct link to participants to complete Exit data



STEP3: PROCESS ADULTS



PROCESS ADULTS IN WEBNEERS

- After participants complete the Direct Data, their information is submitted to the system, but needs to be assigned to each staff member.
- This process will sort participants into the appropriate county or region and under the correct educator.
- It is best practice to Process Direct Data Adults as soon as possible.

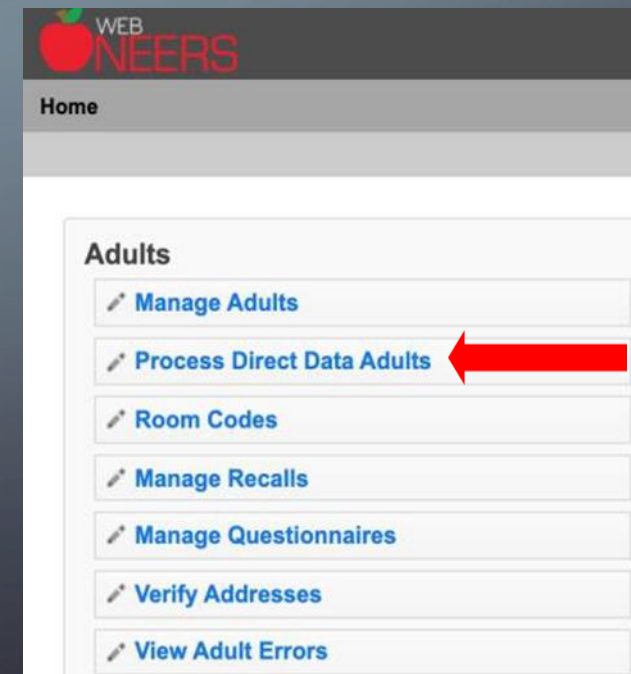
STEPS FOR PROCESSING DIRECT DATA ADULTS ENTRY RECORDS

Step 1: Log in



The screenshot shows the login page for WEB NEERS. At the top left is the logo, which consists of a red apple icon with a green leaf and the text "WEB NEERS" in red. Below the logo are two input fields: "Username" with the placeholder text "Your Email Address" and "Password". To the right of the password field is a link that says "Forgot Password?". Below these fields is the text "Version 1.3" and a link that says "Download User Manual". At the bottom left, there is text that reads "OMB Number: 0524-0044 (expires: 03/31/2023)". At the bottom center is a blue button with the text "Login".

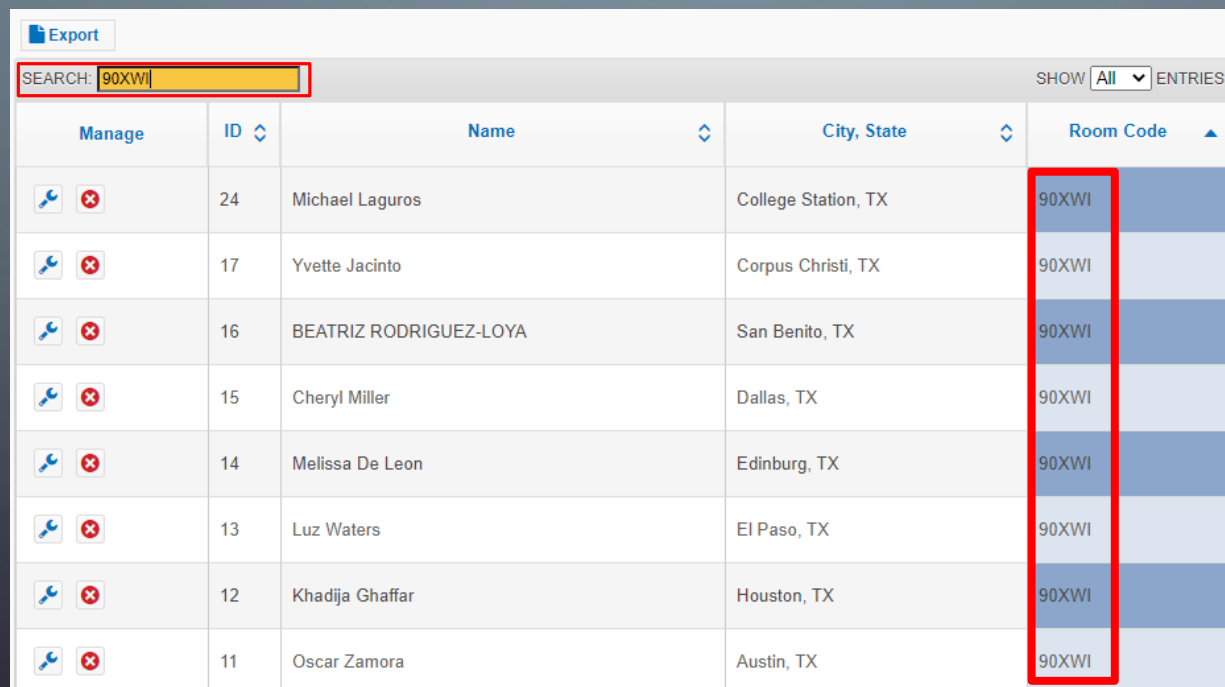
Step 2: Select the **Process Direct Data Adults** feature



STEPS FOR PROCESSING DIRECT DATA ADULTS ENTRY RECORDS

Step 3: Type Room Code in the search bar to filter participants

- This list holds all adult participants across all regions (until they are processed).
- Use the search bar to search for participant by name or Room Code and this groups the participants together.



The screenshot shows a data management interface with a search bar containing '90XWI'. Below the search bar is a table with columns: Manage, ID, Name, City, State, and Room Code. The table lists eight participants, all with the room code '90XWI'. The search bar and the 'Room Code' column are highlighted with red boxes.

Manage	ID	Name	City, State	Room Code
	24	Michael Laguros	College Station, TX	90XWI
	17	Yvette Jacinto	Corpus Christi, TX	90XWI
	16	BEATRIZ RODRIGUEZ-LOYA	San Benito, TX	90XWI
	15	Cheryl Miller	Dallas, TX	90XWI
	14	Melissa De Leon	Edinburg, TX	90XWI
	13	Luz Waters	El Paso, TX	90XWI
	12	Khadija Ghaffar	Houston, TX	90XWI
	11	Oscar Zamora	Austin, TX	90XWI

Room Code spreadsheet

STEPS FOR PROCESSING DIRECT DATA ADULTS ENTRY RECORDS

Step 3: OR

- Adults can be located through their room code and processed there

Room Code
L74YF

Name
CS - EFNEP National Training - Entry

Staff
Zamora, Oscar | A

Residence Type
Central cities over 50,000

Lesson Type
Group

Type
Entry



Include Questionnaire?
Yes

Subgroups

- F: EFNEP
- F: ESWIC
- F: Online Data Collection
- F: Pacific Islands
- F: Pacific Islands
- F: Sample
- F: SNAP-Ed
- F: Subgroup 1 - PRE/REPRE/PO
- F: Subgroup 2 - PRE/PO/REPRE
- F: Subgroup 3 - PO/REPRE
- F: Team Nutrition
- F: Temporary Remote Education
- I: Cooking with EFNEP
- I: HBHM - Telephone Scripts
- I: HBHMs - Virtual
- I: N.C. Online Series
- I: Today's Mom
- I: Young Adults
- R: Active
- R: Avance
- R: Healthy Bites, Healthy Moves
- R: Healthy Food, Healthy Families
- R: Low Income Housing
- R: Today's Mom
- R: Todos Juntos

SEARCH:



SHOW **All** ENTRIES

Manage	ID	Name	City, State	Status
	136	John Smith	College Station, TX	Pending
	135	Jane Doe	College Station, TX	Pending
	134	Michael Laguros	College Station, TX	Processed

SHOWING 1 TO 3 OF 3 ENTRIES

STEPS FOR PROCESSING DIRECT DATA ADULTS ENTRY RECORDS

Step 4: Select the Edit (wrench) feature on the adult you wish to process.

Manage	ID	Name	City, State	Room Code
 	24	Michael Laguros	College Station, TX	90XWI

STEPS FOR PROCESSING DIRECT DATA ADULTS ENTRY RECORDS

Step 5: Select the respective county/region for the participant in the top right corner.

You **MUST** select the correct one, if you select the wrong county, email your Institution contact.

The screenshot displays a web application interface for processing direct data adults entry records. The interface is titled "Lag, Mich" and includes a "Remarks" button. The main form is divided into several sections: "CONTACT INFO", "ENTRY DATA", "RECALLS", "QUESTIONNAIRES", and "EXIT DATA". The "ENTRY DATA" section is currently active. The form contains the following fields and values:

- Staff Member: --Staff By Name-- (dropdown menu)
- Enrollment Date: 00/00/0000 (calendar icon)
- First Name: Michael
- Last Name: Laguros
- Group Name: (empty text box)
- Address: 1470 William D Fitch Pkwy, 2251 TAMU
- City: College Station
- State: TX (dropdown menu)
- ZIP: 77843
- Plus 4: (empty text box)
- Phone: (546) 332-1564
- Ext: (empty text box)
- Email: michael.laguros@ag.tamu.edu

On the right side of the form, there is an "Address Verification" section with the following fields:

- Custom Id (2): (empty text box)
- County: (empty text box)
- FIPS: (empty text box)
- Congressional District: (empty text box)
- CBSA: (empty text box)
- Latitude: (empty text box)
- Longitude: (empty text box)
- Verify Address: (button)

At the bottom of the form, there are "Cancel" and "Save" buttons. A red arrow points to the "El Paso" dropdown menu in the top right corner of the interface.

STEPS FOR PROCESSING DIRECT DATA ADULTS ENTRY RECORDS

Step 6: Complete the required fields

- Select staff name
- Enter the correct enrollment date, group name and address.
- This is the time to double check that participants filled out all of the information
- Once you hit SAVE this adult record will now be found in 'Manage Adults'

The screenshot shows a web application interface for processing direct data adults entry records. The interface includes a navigation bar at the top with links for Back, Home, and Process Direct Data Adults. The current page is titled "Process Direct Data Adult" and shows the user is logged in as "Texas A&M University" in "El Paso" for the year "2022".

The main form is titled "Lag, Mich" and has two tabs: "CONTACT INFO" and "ENTRY DATA". The "ENTRY DATA" tab is active. The form contains the following fields:

- Staff Member: A dropdown menu with "--Staff By Name--" selected. A red arrow points to this field.
- Enrollment Date: A text input field with "00/00/0000" and a calendar icon. A red arrow points to this field.
- First Name: A text input field with "Michael".
- Last Name: A text input field with "Laguros".
- Group Name: A text input field. A red arrow points to this field.
- Address: A text input field with "1470 William D Fitch Pkwy, 2251 TAMU". A red arrow points to this field.
- City: A text input field with "College Station".
- State: A dropdown menu with "TX" selected.
- ZIP: A text input field with "77843".
- Plus 4: A text input field.
- Phone: A text input field with "(546) 332-1564".
- Ext: A text input field.
- Email: A text input field with "michael.laguros@ag.tamu.edu".

On the right side of the form, there is an "Address Verification" section with fields for County, FIPS, Congressional District, CBSA, Latitude, and Longitude. A "Verify Address" button is located below these fields.

At the bottom of the form, there are "Cancel" and "Save" buttons. A red arrow points to the "Save" button.

PROCESS ADULTS IN WEBNEERS

HELPFUL TIPS:

- Each adult needs to be processed before you can see it in Manage Adults
- Once you process the adults, they will have the status of 'processed'.
- Wait until after the 1st class before you process any adults to make sure they actually attend the first session.

SEARCH: SHOW **All** ENTRIES

Manage	ID	Name	City, State	Status
	136	John Smith	College Station, TX	Pending
	135	Jane Doe	College Station, TX	Pending
	34	Michael Laguros	College Station, TX	Processed

SHOWING 1 TO 3 OF 3 ENTRIES



LET'S PRACTICE

Processing Adults Entry

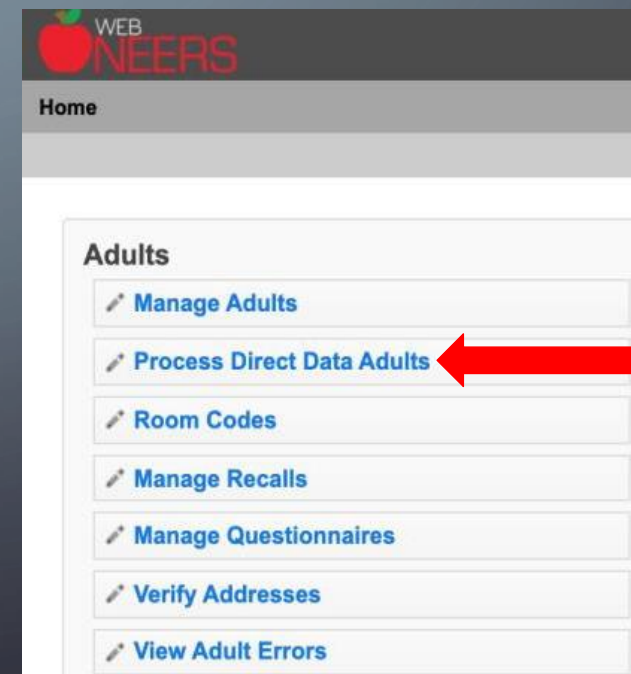


STEPS FOR PROCESSING DIRECT DATA ADULTS EXIT RECORDS

- Step 1: Log in
- Step 2: Under the Adult section, select the **Process Direct Data Adults** feature





The screenshot shows the login page for WEB NEERS. At the top left is the logo, which consists of a red apple icon and the text "WEB NEERS". Below the logo are two input fields: "Username" with the placeholder text "Your Email Address" and "Password". To the right of the password field is a link that says "Forgot Password?". Below these fields is the text "Version 1.3" and a link for "Download User Manual". At the bottom left, there is text indicating the OMB Number: 0524-0044 (expires: 03/31/2023). A blue "Login" button is centered at the bottom of the page.



STEPS FOR PROCESSING DIRECT DATA ADULTS EXIT RECORDS

Step 3: Select the Edit (wrench) feature on the adult you wish to process. This list holds all adult participants in the state (until they are processed). If the list is long, you can use the search bar to search for participant by first or last name or room code.

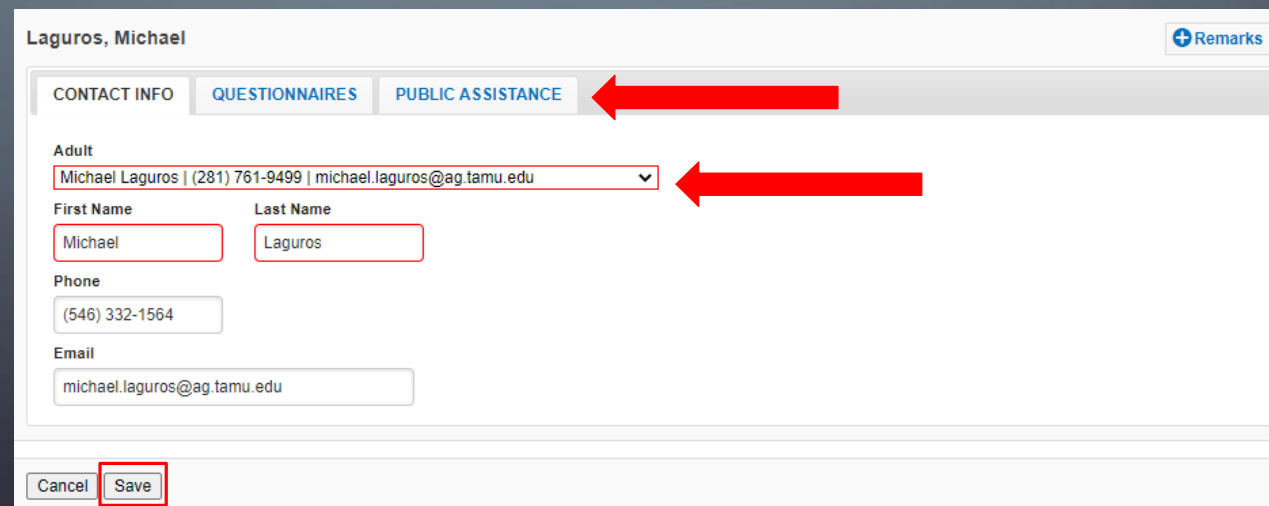
- Tip: An exit record will not have a city and state listed.

Manage	ID ▼	Name	City, State	Room Code
 	38	Michael Laguros		ND05W

STEPS FOR PROCESSING DIRECT DATA ADULTS EXIT RECORDS

Step 4: After you click on the wrench, there are three tabs:

1. Click on the adult drop down and select the name to match the exit record to the entry record.
2. Tab over to Questionnaires to see the exit Questionnaire responses.
3. Click on the public assistance tab to verify public assistance at exit.
4. Click Save once you have reviewed the record.





The screenshot shows a web form for 'Laguros, Michael' with a '+ Remarks' button in the top right. Below the title are three tabs: 'CONTACT INFO', 'QUESTIONNAIRES', and 'PUBLIC ASSISTANCE'. A red arrow points to the 'PUBLIC ASSISTANCE' tab. Under the 'Adult' section, there is a dropdown menu showing 'Michael Laguros | (281) 761-9499 | michael.laguros@ag.tamu.edu'. A red arrow points to this dropdown. Below the dropdown are input fields for 'First Name' (Michael) and 'Last Name' (Laguros). There are also fields for 'Phone' ((546) 332-1564) and 'Email' (michael.laguros@ag.tamu.edu). At the bottom left, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

STEPS FOR PROCESSING DIRECT DATA ADULTS EXIT RECORDS

Step 4 (continued): After clicking save, the direct data exit adult record has been merged into the entry record under “Manage Adults.”

Adult Filter: Staff Filter:

SEARCH: SHOW ENTRIES

Manage	ID	Name	City, State	Staff	Program Status	# of Recalls	# of Questionnaires
 	109720	Laguros, Michael	College Station, TX	WATERS, LUZ ELENA A20270	Active	0	1



LET'S PRACTICE

Processing Adults Exit





PROCESS ADULTS IN WEBNEERS

HELPFUL TIPS:

- If a participant fills out a paper form at entry – you will be able to match their electronic Exit form....you first need to enter their paperwork into WebNEERS, so they are in the system under Manage Adults



PROCESS ADULTS IN WEBNEERS

HELPFUL TIPS:

- How do you handle incomplete records?
 - Depends on how incomplete – you may email them and have them start over or bring a paper form to class and have them fill it out.
 - Once you process the adult you will have the ability to make edits under manage adults
- How do you handle multiple entries with the same name?
 - 1st decide if they are duplicate entries or the same name
 - If same name and in the same Room Code – you might want to look at demographic information and add remarks in their record with a special identifier so that you make sure you match it correctly at exit



WHAT DO OTHER STATES DO?

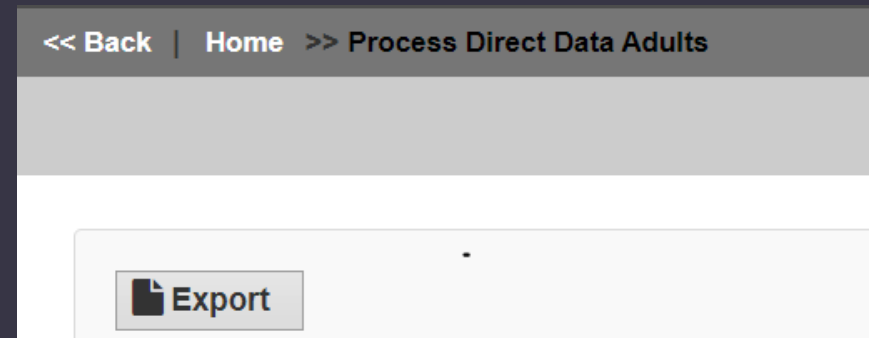
Centralized Data Examples:

1. Google form is used to track room codes and to request room codes. Data entry staff can screen shot the list of participants that have filled out the form ahead of their class and email it to the educators.
2. Educators create room codes themselves. Educators process their adults but if there are any edits that need to be made to the record then the data entry staff handle those edits.

WHAT DO OTHER STATES DO?

Educator Led Data Entry Examples:

1. Educators create room codes themselves. Educators process their own adults.
2. Ability to use an Export function to create a spreadsheet to see which adults have submitted their data and if it is complete





WHAT DO OTHER STATES DO?

****Communication and tracking is key to ensure that all data is collected, processed, and entered**

****You will need to create systems that work best for your Institution**

COLLECTION OF FOOD RECALL QUESTIONS

PERSONAL DETAILS

Physical Activity

Less than 30 minutes per day

Amount spent of food last month

400

I am taking nutritional supplements

[Previous](#) [Next](#)

- This information is collected for those that participate in ASA24 collection of food recalls.
- This information is not processed into the food recall section for adults.
- Can retrieve this information using the export function.



POTENTIAL CHALLENGES

- Inability to track and double check participant's paperwork prior to submission
- Knowing who has and hasn't turned in paperwork
- Lose the ability to motivate participants to complete the full set of paperwork
- May not work well for participants that have difficulty reading

ADDITIONAL RESOURCES

- Setting Up Room Codes and Permissions:
<https://www.youtube.com/watch?v=rMDplagkXfs>
- Processing Adult Data:
<https://www.youtube.com/watch?v=XF27LQdyLMc>
- *WebNEERS Manual Link:* [WebNEERS - User Manual, Training Modules & Other Resources | National Institute of Food and Agriculture \(usda.gov\)](#)

The image features a dark blue gradient background with white circuit-like lines in the corners. These lines consist of straight paths that branch out and terminate in small circles, resembling a network or data flow diagram. The lines are positioned in the top-left, top-right, bottom-left, and bottom-right corners, framing the central text.

UPDATES FROM WEBNEERS BETA TEAM



QUESTIONS?

For questions about the Direct Data
Web APP process, email the
WebNEERS Helpdesk:

webneers-help@lyris.nifa.usda.gov