

## Data Entry Instructions for UCCE C2U in WebNEERS

- 1) Add adult participant.
- 2) See below for the instructions for specified fields.

### Entry Data

#### Lesson Type:

- For 100% At-Home 1:1, enter: **Individual**
- For 100% At-Home Zoom check-in, enter: **Both group and individual**
- For 100% At-Home Zoom class, enter: **Group**

Subgroups: Select **Temporary Remote Education** and then select the option you used:

- **100% At-Home 1:1**
- **100% At-Home Zoom check-in**
- **100% At-Home Zoom class**

The screenshot displays the 'ENTRY DATA' tab of the WebNEERS system. The form is divided into several sections:

- Adult Information:** Includes fields for Age, Sex (Female), Pregnant, Nursing, Ethnicity (dropdown), Race (checkboxes for American Indian or Alaskan, Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Not Provided), Ethnic Group/Nationality (dropdown), Highest Grade (dropdown), and Residence (dropdown).
- Household Information:** Includes Household Income (\$/month) (2) (dropdown), Children (?), Children Age Breakdown (Ages 0-5, 6-13, 14-19), Others In Household, and Total Household (1).
- Lesson Type:** A dropdown menu with options: --Select One--, Group, Individual, Both group and individual, and Other.
- Subgroups:** A list of checkboxes for various subgroups. A red box highlights 'F: Temporary Remote Education'. A blue circle highlights the 'Lesson Type' dropdown and the 'Both group and individual' option. A blue arrow points from the 'Both group and individual' option to the 'Lesson Type' dropdown.
- Public Assistance at Entry:** A list of checkboxes for various public assistance programs.

## Exit Data

Number of Lessons: **Enter 10**

Number of Sessions:

- For 100% At-Home 1:1, **Enter 3** (each check-in is considered a session)
- For 100% At-Home Zoom check-in, **Enter 3** (each check-in is a session)
- For 100% At-Home Zoom class, enter: **Enter 5** (each class is a session)

Number of Hours:

- For **100% At-Home 1:1**, enter the hours of the session according to:  
Lessons 1-3 (3 lessons by mail/call) = 2 hours + additional phone time exceeding 15 min  
Lessons 4-6 (3 lessons by mail/call) = 2 hours + additional phone time exceeding 15 min  
Lessons 7 (part 1-3) & 8 (4 lessons by mail/call) = 3 hours + additional phone time exceeding 15 min
- For **100% At-Home Zoom check-in**, enter the hours of the session according to:  
Lessons 1-3 (3 lessons by mail/Zoom check in) = 2 hours + Zoom time  
Lessons 4-6 (3 lessons by mail/Zoom check in) = 2 hours + Zoom time  
Lessons 7 (part 1-3) & 8 (4 lessons by mail/Zoom check in) = 2 hours + Zoom time
- For **100% At-Home Zoom class**, enter the hours of each Zoom session.  
Lessons 1-2 (Zoom class) = Zoom time (1½-2 hours)  
Lessons 3-4 (Zoom class) = Zoom time (1½-2 hours)  
Lessons 5-6 (Zoom class) = Zoom time (1½-2 hours)  
Lessons 7-1, 7-2, 7-3 (Zoom class) = Zoom time (1½-2 hours)  
Lesson 8 (Zoom class) = Zoom time (1½-2 hours)

Technology:

- For 100% At-Home 1:1, enter **Medium**
- For 100% At-Home Zoom check-in, enter **Medium**
- For 100% At-Home Zoom class, enter **High**

Education hours: **Enter only the amount of call/zoom time**

CONTACT INFO ENTRY DATA RECALLS QUESTIONNAIRES EXIT DATA

Status: Active

Exit Date: 00/00/0000

Number of Lessons: 10

Number of Sessions: [ ]

Number of Hours: [ ]

Public Assistance at Exit (?)

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

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