

Exit Data Guidance and Clarifications

Fiscal Year 2021



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

WebNEERS: Calculating Exit Data

5013 : Doe, Jane Remarks

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

Status
Active

Exit Date
00/00/0000

Number of Lessons
0

Number of Sessions
0

Number of Hours
0

Public Assistance at Exit (?)

F: TANF
 F: TEFAP - Commodity
 F: WIC/CSPF

Technology

| Technology Use | Measurement |
|---------------------------------|--------------------------|
| Recruitment/Retention (Low) | <input type="checkbox"/> |
| Supplemental Education (Medium) | 0 Minutes |
| Core Education (High) | 0 Minutes |

When exiting a participant, update their status and exit date.

WebNEERS: Calculating Exit Data

5013 : Doe, Jane Remarks

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

Status: Active

Exit Date: 00/00/0000

Number of Lessons: 0

Number of Sessions: 0

Number of Hours: 0

Public Assistance at Exit (?)

F: TANF
 F: TEFAP - Commodity
 F: WIC/CSPF

Technology

| Technology Use | Measurement |
|---------------------------------|--------------------------|
| Recruitment/Retention (Low) | <input type="checkbox"/> |
| Supplemental Education (Medium) | 0 Minutes |
| Core Education (High) | 0 Minutes |

Enter the number of lessons the adult participant completed.

WebNEERS: Calculating Exit Data

5013 : Doe, Jane Remarks

CONTACT INFO ENTRY DATA RECALLS QUESTIONNAIRES EXIT DATA

Status
Active

Exit Date
00/00/0000

Number of Lessons
0

Number of Sessions
0

Number of Hours
0

Public Assistance at Exit (?)
 F: Child Nutrition
 F: FDPIR

Measurement

| | |
|---------------------------------|--------------------------|
| Recruitment/Retention (Low) | <input type="checkbox"/> |
| Supplemental Education (Medium) | 0 Minutes |
| Core Education (High) | 0 Minutes |

Enter the **Number of Sessions** the adult participant completed. This will be how many times the educator met with the adult. This may or may not be the same as the number of lessons.

Clarification on Exit Data

If an educator works with an adult participant 1:1 to collect a 24-hour dietary recall or provides technical assistance on Zoom or another platform, is this considered a session?

Yes. The number of sessions is how many times the educator met (virtual or in-person) with the adult; this may or may not be the same as the number of lessons.

The screenshot shows the 'EXIT DATA' tab of a web form. It contains several input fields and checkboxes. The 'Number of Sessions' field is highlighted with a blue circle. The 'Public Assistance at Exit' section has several unchecked checkboxes. The 'Technology' section has a table with three rows.

| Technology Use | Measurement |
|-------------------------------------|--------------------------|
| Recruitment/Retention (Low) (?) | <input type="checkbox"/> |
| Supplemental Education (Medium) (?) | 0 Minutes |
| Core Education (High) (?) | 0 Minutes |

WebNEERS: Calculating Exit Data

5013 : Doe, Jane Remarks

CONTACT INFO ENTRY DATA RECALLS QUESTIONNAIRES EXIT DATA

Status
Active

Exit Date
00/00/0000

Number of Lessons
0

Number of Sessions
0

Number of Hours
0

Public Assistance at Exit (?)
 F: Child Nutrition
 F: FDPIR

Technology Use

| Technology Use | Measurement |
|---------------------------------|--------------------------|
| Recruitment/Retention (Low) | <input type="checkbox"/> |
| Supplemental Education (Medium) | 0 Minutes |
| Core Education (High) | 0 Minutes |

Enter the total **Number of Hours** – contact hours. This will be the total number of contact hours spent providing education to the adult participant.

Clarification on Exit Data

Can educators include time spent enrolling participants, collecting the 24-hour dietary recall, time providing Zoom or other technical assistance to adult participants in the total “number of hours” section of WebNEERS?

No. Contact hours include time spent providing education to the adult participant (WebNEERS Manual, pg. 22); this is time spent implementing EFNEP approved curricula.

The screenshot shows the 'EXIT DATA' tab in the WebNEERS system. The 'Number of Hours' field is circled in blue. The form includes the following sections:

- Status:** Active (dropdown)
- Exit Date:** 00/00/0000
- Number of Lessons:** 0
- Number of Sessions:** 0
- Number of Hours:** 0 (circled in blue)
- Public Assistance at Exit (?):**
 - F: Child Nutrition
 - F: FDPIR
 - F: Head Start
 - F: Other
 - F: SNAP
 - F: TANF
 - F: TEFAP - Commodity
 - F: WIC/CSFP
- Technology:**

| Technology Use | Measurement |
|-------------------------------------|--------------------------|
| Recruitment/Retention (Low) (?) | <input type="checkbox"/> |
| Supplemental Education (Medium) (?) | 0 Minutes |
| Core Education (High) (?) | 0 Minutes |

WebNEERS: Calculating Exit Data

5013 : Doe, Jane Remarks

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

Status: Active

Exit Date: 00/00/0000

Number of Lessons: 0

Number of Sessions: 0

Public Assistance at Exit (?)

- F: Child Nutrition
- F: FDPIR
- F: Head Start
- F: Other
- F: SNAP
- F: TANF
- F: TEFAP - Commodity
- F: WIC/CSPF

Technology

| Technology Use | Measurement |
|---------------------------------|--------------------------|
| Recruitment/Retention (Low) | <input type="checkbox"/> |
| Supplemental Education (Medium) | 0 Minutes |
| Core Education (High) | 0 Minutes |

Low level technology strategies include: emails or texts for recruitment or reminders of upcoming lessons, and use of social media

WebNEERS: Calculating Exit Data

5013 : Doe, Jane Remarks

CONTACT INFO ENTRY DATA RECALLS QUESTIONNAIRES EXIT DATA

Status
Active

Exit Date
00/00/0000

Public Assistance at Exit (?)

- F: Child Nutrition
- F: FDPIR
- F: Head Start
- F: Other
- F: SNAP
- F: TANF
- F: TEFAP - C
- F: WIC/CSP

Technology

| Technology Use | Measurement |
|---------------------------------|--|
| Recruitment/Retention (Low) | <input type="checkbox"/> |
| Supplemental Education (Medium) | <input type="text" value="0"/> Minutes |
| Core Education (High) | <input type="text" value="0"/> Minutes |

Choose the appropriate level of Technology used to deliver nutrition education with the adult and record the number of minutes (in 15-minute intervals) of education.

Technology Use must be entered for each participant. This is recorded in minutes.

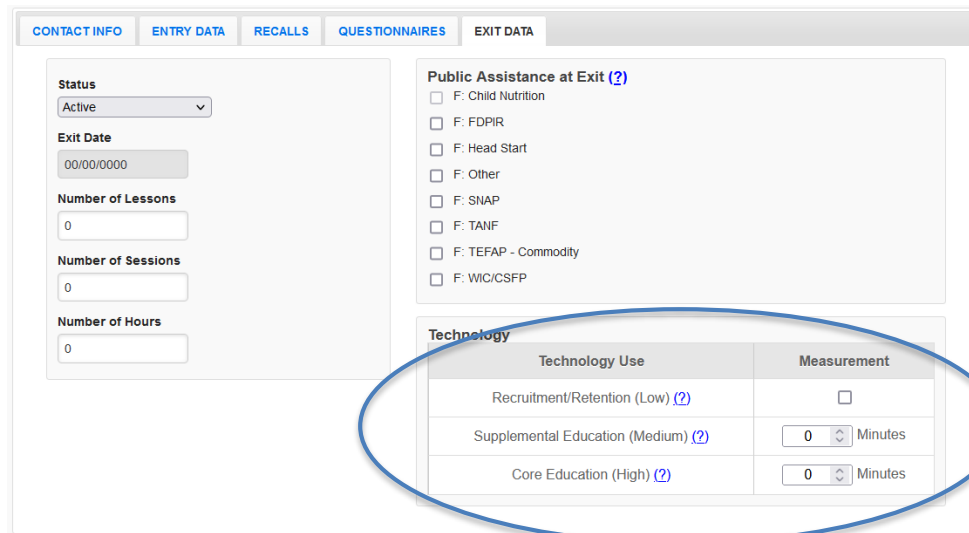
Medium:
100% At-Home 1:1
100% At-Home Zoom check-in

High:
100% At-Home Zoom class
ESBA presentation format

Clarification on Exit Data

Should educators record time spent collecting the 24-hour diet recall by phone or zoom on the technology section of WebNEERS?

No. This activity does not qualify as contact hours. However, the educator should select all appropriate levels of technology used and all applicable federal and institute subgroups (for example, temporary remote education).



| Technology Use | Measurement |
|-------------------------------------|--------------------------|
| Recruitment/Retention (Low) (?) | <input type="checkbox"/> |
| Supplemental Education (Medium) (?) | 0 Minutes |
| Core Education (High) (?) | 0 Minutes |

View New and Continuing Subgroups for FY21:
https://ucanr.edu/sites/EFNEP_CA/files/341087.pdf



Data Entry Instructions & Attendance Sheet



Data Entry Instructions

ANR Collaborative Tools Discussion Documents Calendar Tasks Members Admin

100% At Home - Educator Portal

Document Manager

You can add documents into different groups, or use the file version system which tracks a single file through edits from your group.

- Start New Document Group
- Upload Batch of Files to Document Group
- Start New File Version Group
- View files from discussions

Document Groups - A to Z

| 1 Educator Training | Uploaded | Uploader | Create Zip | Edit Group | + Add Document |
|--|------------|---------------|--------------|------------|----------------|
| 100% At Home Training Slides 4.9.2020 | 4/9/2020 | Tammy McMurdo | Replace File | Edit Name | Delete File |
| Data Entry Instructions for UCCE C2U in WebNEERS | 11/16/2020 | Tammy McMurdo | Replace File | Edit Name | Delete File |

Please note: You will need to convert time from hours to minutes.

**EFNEP Adult Group
Attendance Record**

Educator: Jane Doe

Group Name UCCE C2U Zoom Class

County: Inyo

Number of scheduled sessions
for the series: 5

| Participant | Consent Forms | Eating Smart • Being Active UCCE Connects to You! | | | | | | | | | | | Number of lessons | Number of sessions | Total Minutes at Exit |
|----------------------|---------------|---|---------------------|--------------------------------------|--------------------------------|-----------------------|-------------------------|------------------------------|--------------------------------|-------------------------------|-----------------------------------|----|-------------------|--------------------|-----------------------|
| | | 1. Get Moving | 2. Plan, Shop, Save | 3. Fruits & Veggies: Half your plate | 4. Make Half Your Grains Whole | 5. Build Strong Bones | 6. Go Lean with Protein | 7. Part 1. Make a change Fat | 7. Part 2. Make a change Sugar | 7. Part 3. Make a change Salt | 8. Celebrate Eat Smart, Be Active | | | | |
| Technology Minutes → | | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 60 | 8 | 5 | 330 |
| Jane Doe | x | 30 | 30 | 0 | 0 | 30 | 30 | 30 | 30 | 30 | 30 | 60 | 8 | 5 | 270 |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

Technology Level: Medium: 100% At-Home 1:1 & 100% At-Home Zoom check-in
High: 100% At-Home Zoom class & ESBA presentation format

Adults

- Manage Adults
- Manage Recalls
- Manage Questionnaires
- Manage A SA24
- Verify Addresses
- View Adult Errors

Reports

- Adult Mailing Labels
- Email List (CSV)
- List of Families by Staff Member
- Recall List Report
- Adult Questionnaire Review
- Adult Summary
- Adult Diet Summary
- Adult Questionnaire Summary
- Subgroup List
- Filter List
- Public Assistance List

Setup

- Defaults for New Adults
- Subgroups
- Adult Groups
- Filters
- Public Assistance
- Food Tags

Data Management

- Migrate Data
- Export Data
- Impact Reports

Users

- View Users
- Add User
- View Pending Users

Youth Groups

- Manage Youth Groups
- Manage Questionnaires
- Verify Addresses
- View Youth Errors

Reports

- Youth Mailing Labels
- Email List (CSV)
- Group Detail Report
- Group Names by Leader
- Group List
- Group Leader Summary
- Group Review by ID
- Youth Questionnaire Review
- Youth Summary
- Youth Questionnaire Summary
- Subgroup List
- Filter List

Setup

- Defaults for New Youth Groups
- Subgroups
- Filters

Tables

- Table Version Info
- View Foods
- Daily Recommendations
- Recommended Calories
- USDA Food Patterns
- Dietary Reference Intakes
- Poverty Guidelines Table

Staff

- Manage Staff
- Manage Hours
- View Staff Errors

Reports

- Staff Mailing Labels
- Email List (CSV)
- Status
- Staff List
- Volunteer List
- Profile Summary

Setup

- Add Staff
- Transfer Responsibilities

Annual Update/5-Year Plan

- Manage Program Impacts
- Edit Delivery Sites and Partnerships
- Manage Settings and Sectors: Policy, Systems and Environmental (PSE) Change

Questionnaires

Adult

- View Adult Questionnaires

Youth

- View Youth Questionnaires

Reports

- Adult Questionnaire Report
- Youth Questionnaire Report
- Adult Question List Report
- Youth Question List Report
- Adult Question Detail Report
- Youth Question Detail Report

Steps to verify completion of the Exit Data and Technology Use sections

1. Login to WebNEERS
2. Go to the Data Management Section
3. Select "Export Data"

Steps to verify completion of the Exit Data

Region -

[Overview of Export Data Feature](#) [Codebook for WebNEERS Data \(pdf format\)](#)

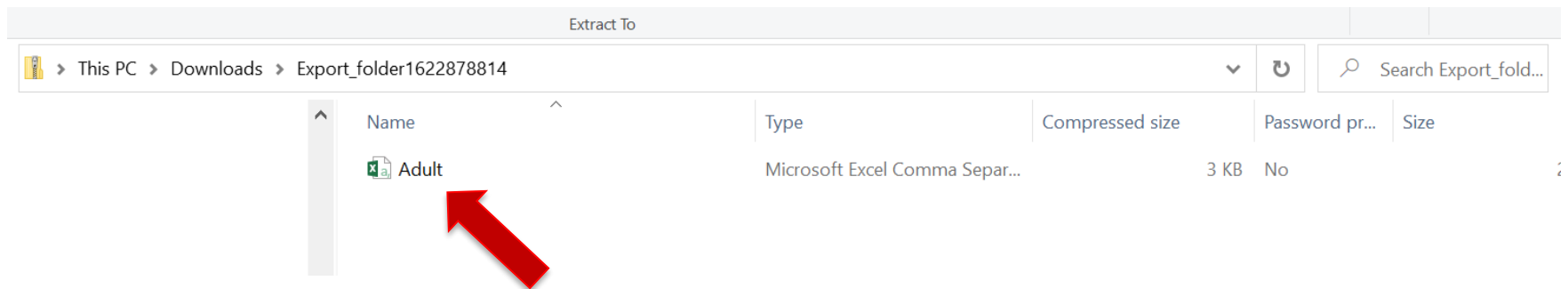
Data Export

- Remark Data [\(?\)](#)
- Adult Group Name [\(?\)](#)
- Select All
- Adult
- Adult Subgroups
- Adult Public Assistance
- Adult Questionnaires
- Adult Questionnaires Additional
- Diet Recalls
- Staff
- Staff Hours
- Youth Groups
- Youth Group Subgroups
- Youth Group Details
- Youth Group Questionnaires
- Youth Group Questionnaires Additional
- Additional Question Sets
- Program Impacts
- Delivery Sites and Partnerships
- Policy, Systems and Environmental (PSE) Change

4. Select, “Adult” and select “Export”

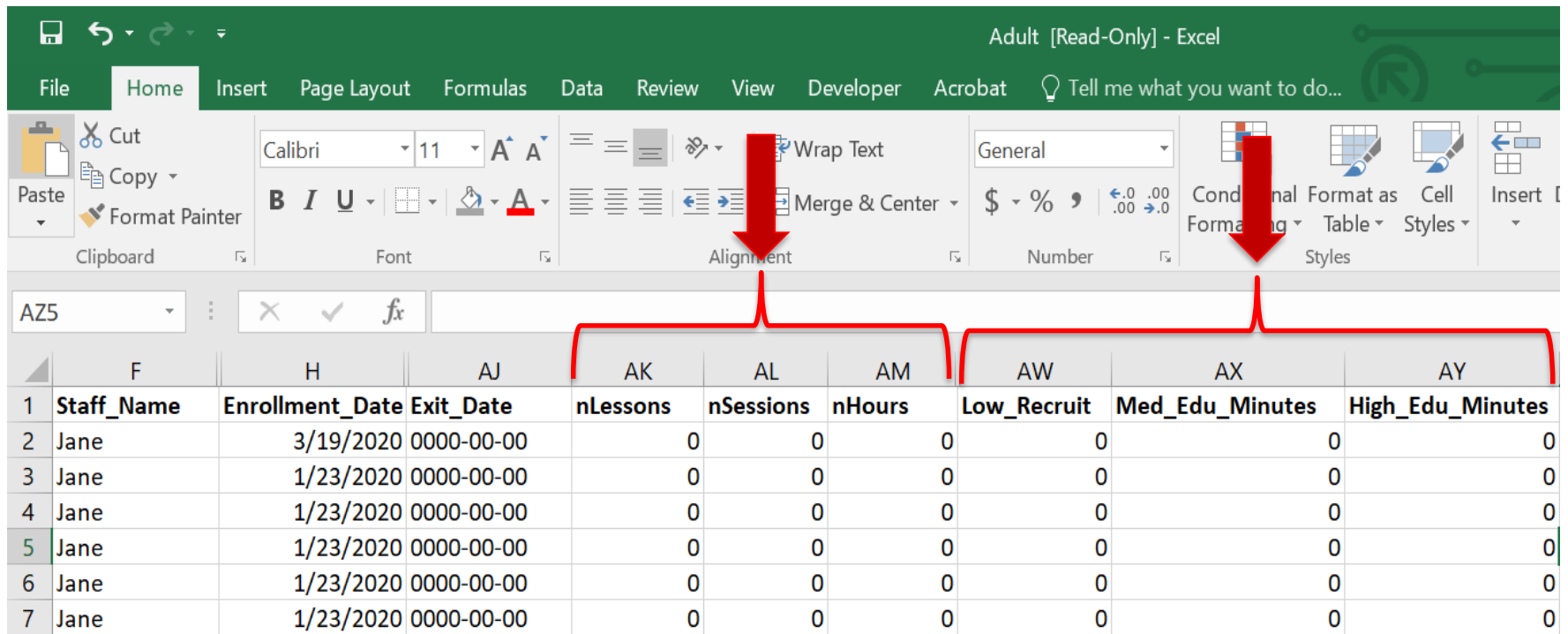
Steps to verify completion of the Exit Data

5. An export folder will begin to download.
6. Open the folder.
7. Double-click the “Adult” excel file



Steps to verify completion of the Exit Data

8. Once the file is open, view appropriate columns. Don't forget to include the column with participant ID.



The screenshot shows the Microsoft Excel interface with the following data:

| | F | H | AJ | AK | AL | AM | AW | AX | AY |
|---|------------|-----------------|------------|----------|-----------|--------|-------------|-----------------|------------------|
| 1 | Staff_Name | Enrollment_Date | Exit_Date | nLessons | nSessions | nHours | Low_Recruit | Med_Edu_Minutes | High_Edu_Minutes |
| 2 | Jane | 3/19/2020 | 0000-00-00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Jane | 1/23/2020 | 0000-00-00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Jane | 1/23/2020 | 0000-00-00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Jane | 1/23/2020 | 0000-00-00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | Jane | 1/23/2020 | 0000-00-00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | Jane | 1/23/2020 | 0000-00-00 | 0 | 0 | 0 | 0 | 0 | 0 |

Please contact the State Office
with any questions.



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources