

HEALTH INDICATORS
ADVANCING HEALTHY AGING IN YOUR COMMUNITY
DATABASE INSTRUCTIONS FOR DATA ENTERERS

Getting to the Database Website

You can access the Health Indicators online database in two different ways:

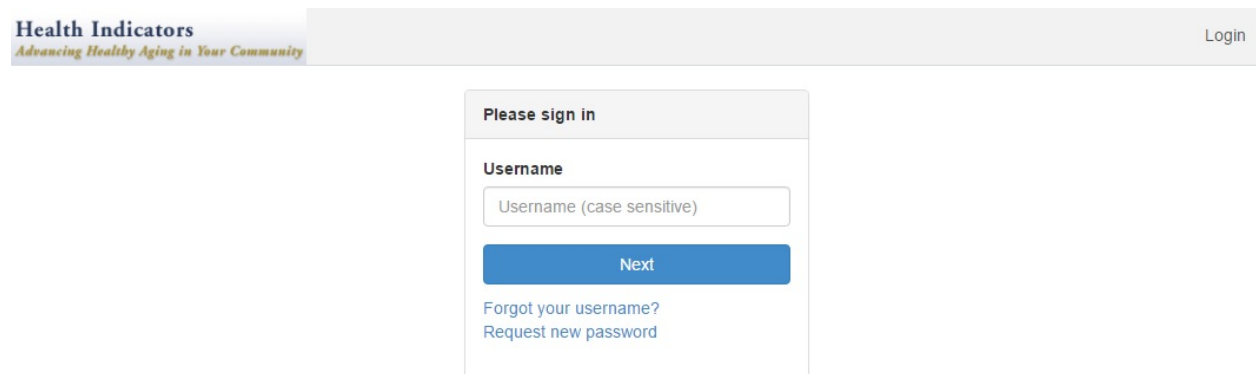
1. Through the NORC Blueprint website at http://www.norcblueprint.org/health_indicators/
2. Or by typing the database website address <https://aginghealthindicators.org> directly into your internet browser.

Both ways bring you to the same Login page of a secure website that keeps your data private and not accessible to outsiders.

Logging In

In order to access the site, your organization must have an account. Check with your Health Indicators Manager to make sure your name has been added as an approved user for data entry purposes.

Once at the login page, type in your username. Usernames are case sensitive.

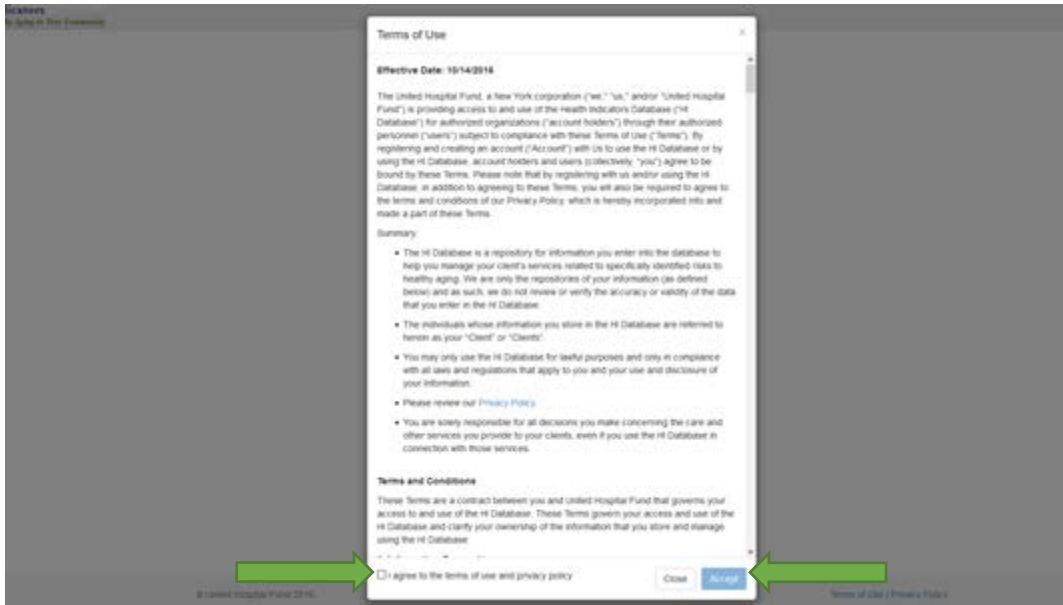


Terms of Use

The first time you enter your username, and before you can retrieve a password, you will be asked to accept the terms of use. Click the box next to the statement “I agree to the terms of use and privacy policy” on the bottom left, and then click the “Accept” button on the bottom right.

You will then receive a password via email.

After you received a password, go back to the login page, and enter your username and password. *Review and accept the terms of use. You must accept the terms of use at every login to the database.*



Entering a Survey

Once you have successfully logged in, you will see a screen that is specific for data enterers. Click Enter New Survey, either on the ribbon across the top of the page or on the link in the middle of the screen.

Please be aware

1. Data enterers can only enter surveys for the site associated with their specific user ID.
2. Data enterers must have the Respondent ID for the client whose survey they will enter in advance of entering the survey.
3. Data Enterers do not have the ability to look up Respondent IDs or client names in the database.

To enter a new survey, click on *Enter New Survey* in the middle of the screen, or on the ribbon.



This will take you to a blank survey.

You will first select a respondent by entering the Respondent ID number in the Respondent ID box at the top of the survey screen. You should see a match of the Respondent ID number and the survey respondent's name.

New survey - Test Site

Please select a respondent first

Respondent:

008190174870 - Provost, Norman

Respondent not found

If a completed survey already exists for that respondent, you will receive the message “survey already exists and you will not be able to enter the data for that survey. Please advise your Health Indicators Manager if this occurs.

New survey - Test Site

Please select a respondent first

Respondent:

008190174856

Survey already exists

Entering Survey Responses

There are four methods for entering survey responses. Familiarizing yourself with the different methods will help you to complete data entry as efficiently as possible

Drop-down menus (e.g. interviewer name)

Interviewer Name:

Select something

Date:

Select something

A. Ca

SMITH, INTERVIEWER

JONES, INTERVIEWER

BROWN, INTERVIEWER

Radio buttons – round buttons used when only one response may be selected, e.g. Q.8.

Q8. Do you live alone or live with other(s)?

- 1 - Live alone --> MARK Q9=97
- 2 - Live with other(s) --> ASK Q9
- 98 - Don't know -->MARK Q9=97
- 99 - Refused --> MARK Q9=97

Radio boxes: square buttons used when more than one response can be selected, e.g. Q.9.

Q9. Who lives with you in your house or apartment? Do you live...

- 1 - With your spouse or partner
- 2 - With your parent
- 3 - With your child
- 4 - With a grandchild
- 5 - With another relative
- 6 - With friends
- 7 - With a 24-hour or live-in aide

And *Combinations*: special cases where you need to perform two actions, e.g. Q.2, where you must choose a radio button and provide a fill in answer.

Q2. How old are you?

(Fill in age between 60-110 years)

998 - Don't know

999 - Refused

Using the completed paper survey tool, enter all of the information from the paper survey into the online form. Once all of the information has been entered, click the *Save* button on the bottom of the screen.

If all fields are properly filled out a confirmation “Survey successfully added!” will appear:

Survey successfully added! ←

008190174869 - Langley, Nolan

1. Interviewer Name:

- Doe, John

2. Date of Interview:

- 2017-01-10

Incomplete/Incorrect Surveys

If there is missing or incomplete information in the survey, you will see an error notification when you try to *Save* the survey by clicking the *Save* button. Any questions that need to be completed before you can save the survey will be highlighted in red.

Interviewer Name:

Date of Interview:

A. Case type

- 1 - Case management
- 2 - Case assistance
- 3 - Healthcare management
- 4 - Healthcare assistance
- 5 - In-take/New client
- 6 - Group service
- 7 - Other

Click on each question highlighted in red to correct the missing or incomplete information. Once all questions and fields are properly filled out, click the save button and you will receive the “Survey successfully added!” confirmation message.

To enter another survey, click *Enter New Survey* in the ribbon at the top of the web page.