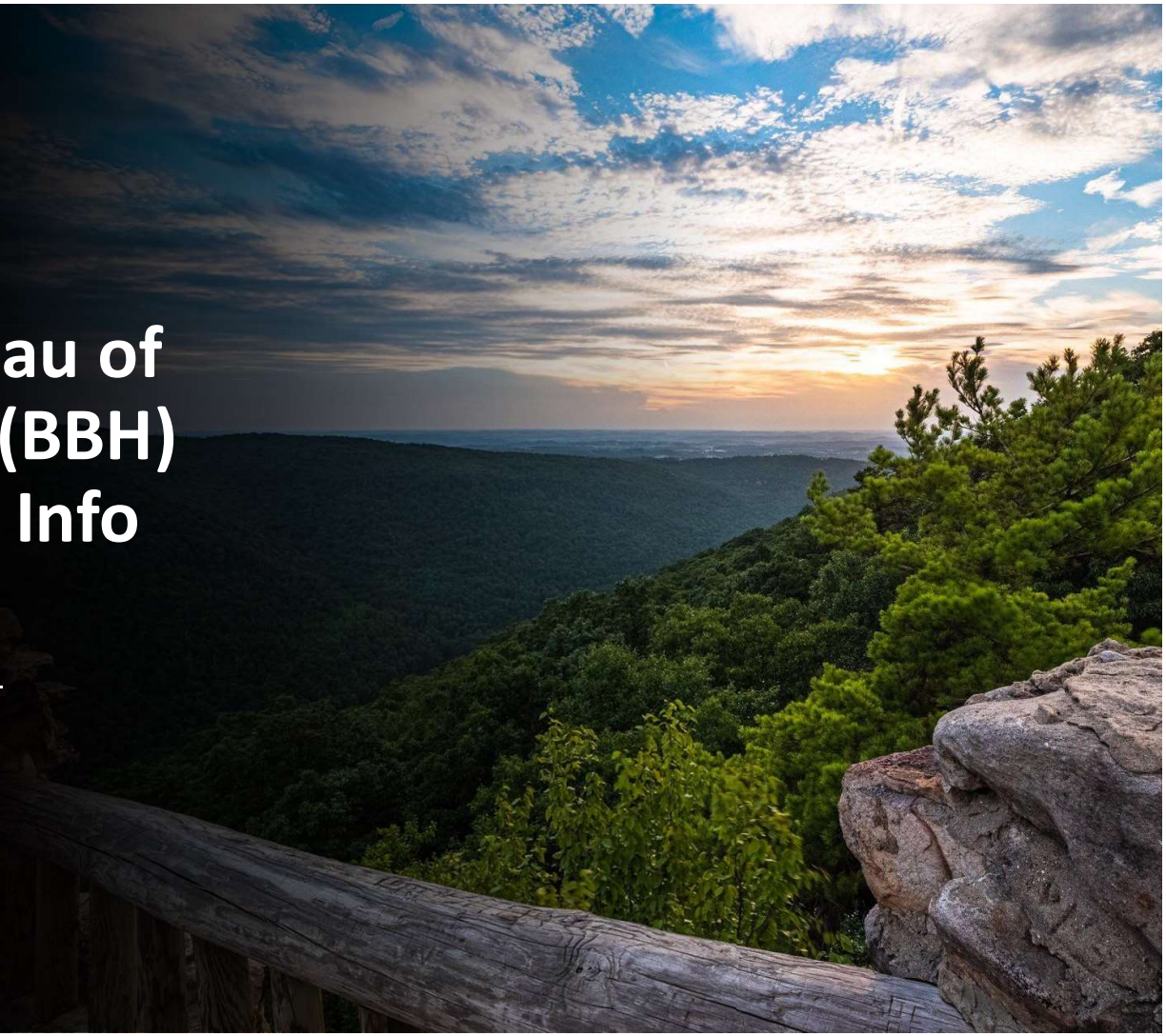
West Virginia Bureau of Behavioral Health (BBH) System of Care Epi Info Implementation

Training

Last Updated: July 28, 2021



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Epi Info FAQs

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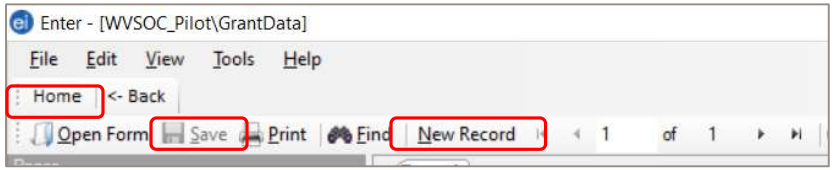
Entering Data into Forms

- Throughout the system, there are many required fields on each form
- In order to save the data on the respective form, **all required fields** must be entered even if they are on different pages of the form
- These fields can be identified by a somewhat different color that is used for the field border and an asterisk next to the field name

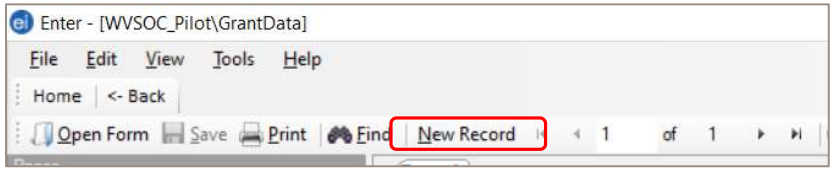
Entering Data into Forms

- After entering all of the relevant information on a form, you should “Save” your record and can then choose to add additional records by selecting “New Record” or you can access the main WVSOC page by using the navigation back to “Home” in the top left of the page



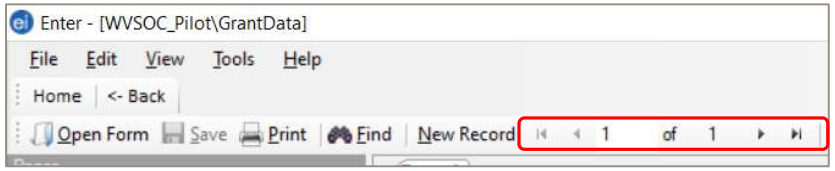
Entering Data into Forms

- Remember to add a new record when entering data for a new reporting period – do not update the existing record because you will be overwriting that data



Entering Data into Forms

- You can navigate between records on a form by using the arrows in the navigation bar



- A single arrow forward or backward will move you one record in the chosen direction
- A double arrow forward or backward will move you to the first or last record in that direction

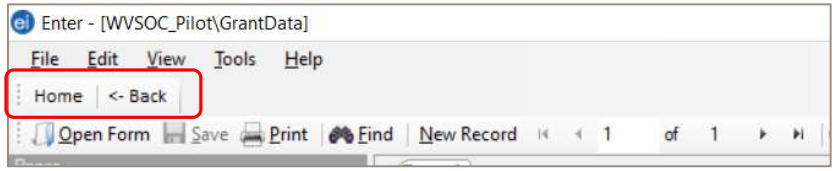
Entering Data into Forms

- To locate a specific record (particularly useful if you have a large number of client records), you can either use the Find or the Line Listing functionality from the navigation bar

- The Find button provides users with a list of the available fields on a form that you can search by (these are the actual field names). A short list of the most commonly searched items is available in the User Guide for reference
- The Line Listing provides users with a list of all of the records for the selected form. This allows users to see all records that have been entered and allows you to select (by double-clicking) a record from the list to see the record, if needed

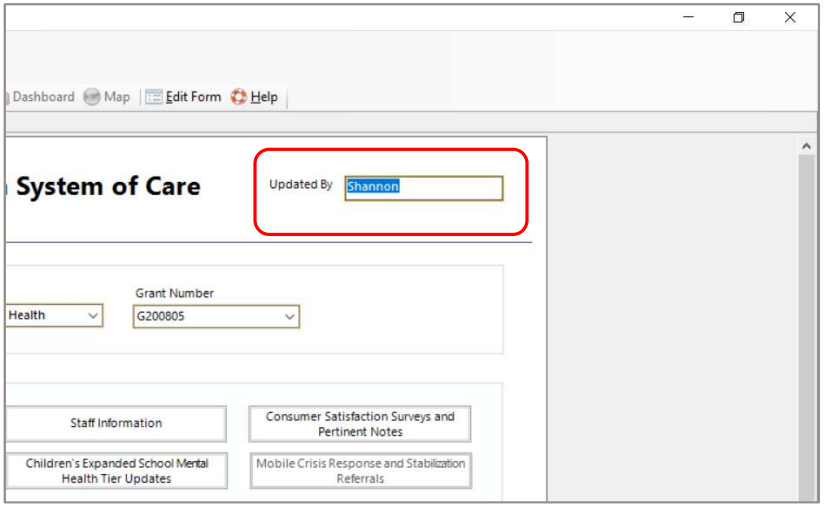
Entering Data into Forms

- After entering all of the relevant Grant Data for your project, you can access the main WVSOC page by using the navigation back to “Home” in the top left of the page



Entering Data into Forms

- On the first page of every form, there is an area in the upper right-hand corner to record your name. This field is required and you cannot save the form without entering it



Entering Data into Forms

- Some notes to assist with Epi Info
  - You can tab through forms to ease data entry
  - All required fields need to be entered before navigating to a linked form (such as navigating to Monthly Client Data from the Client Data form)
  - Many of the forms include logic to enable/disable fields or populate data in dropdowns based on the entry of other data