Helpful Tips

- A user needs to register an account to start the data entry. If a user has registered an account in a previous year, his/her account is still available to be used, but there is no "historical" survey entry data attached to this login. Every survey year starts fresh.

- To register an account, click the 'Register' button on the Home Health Annual Report website. The 'User Register' window will appear. A valid user name and password can be any combination of letters and numbers. User Names should be less than 16 characters long. Passwords should be more than 6 characters and less than 20 characters.

- Record entry does not have to be completed in one go. Users can start a record, and then logout and come back later to resume record entry. Just remember that nothing gets saved until you click a Submit button, which can be found at the bottom of each survey page.

- To return later, simply log back in, go to the Display Data window and click your incomplete record. To return to where you left off, you will need to locate the last completed page of the record as indicated in the Pages Complete section.

- On the Display Data page the Pages Complete indicators either have a value of 'N', 'Y', or '0'. A value of 'N' means that NO data has been entered on the specific survey page. A '0' value means that the numeric survey fields were left blank or all zero in value. When data has been entered on a page, the 'Y' indicator will appear for that page in the Display Data window as shown here:

		Pick one of your records to work with by clicking on the linked County Name or Pages Complete indicators										

Record Count: 1	County Coverage	Pages Complete								Show/Print All Pages for Each County Record *just click the link and use the browser's Print option*	Record Deletion
County Served	(W)hole County, (P)artial,or (N)ot Licensed	1	2	3	4	5	6	7	8		
Crawford	P	Y	N	N	N	N	N	N	N	View Entire Record	❌

Legend for Pages Complete:
A survey page you visit and click the update button will show 'Y',
A survey page you have not visited will show 'N',
A page you leave entirely null or zero for numeric fields will show '0',
and finally a 'n/a' will appear for counties you do not serve.

NOTE: New county records are P for Partial by default, you can change it to W for Whole (or N for Not Licensed) on the first page of each survey.

- There are eight pages to enter for one County Served record. A user has to go all the way through to the 'step 8' page to submit a full record.

- If a user has zero records entered they can click the red link, "Start Survey (Add an Additional Record)." Clicking this link will load the first of eight pages for a complete record for the County Served. If the user already has one or more County Served records started, or completed, they can add another at any time by clicking this same link.

- When letters are entered where numbers should be, the related total boxes will be incorrect. Also, do not use commas as number separators.

- For windows with number calculations, the total values will appear or be updated after numbers are entered. The cursor will move to the next box in order when the Tab key is pressed. The boxes showing a subtotal or total do not allow users to enter data.

- Please check the data before submitting. Submitting a record will send the data to the database server. Use 'Display Data' or 'Index of Your Records' links to browse records saved under your user account. You can also see which pages you completed, and which need entries.

- On the 'Display Data' / 'Index of Your Records' page, a user can select a record to change. The user clicks the County Served link (the name of the county) to select the first page (1 of 8) of the survey. Or the user can click the page completeness indicators to go directly to one of the other survey pages.

- Edits will not be stored/saved until the user clicks the gray Submit button at the bottom of each survey page. The wording of the Submit button will be in this format: 'Click to submit page X, continue to page Y…

- Stay on the data entry window until finishing and submitting the data. Skipping to other websites, clicking the browser's back button or refreshing the data entry window before submitting the entry will cause data loss.

- A confirmation message will appear at the top of the next page after submitting and updating record operations. The message will tell the user if the operation was successful or not. If the message does not appear, the data may have been lost during data transfer via the network. A user can go to Display Data to check how many records were entered, and see the 'completeness' indicators for each record.

- The user's browser type and settings may affect this website's functionality. If you encounter technical problems, please email drrasmussen@ualr.edu for assistance.