

# My Baby & Me Online Data Entry

## You can submit the following surveys online:

- Initial Survey (sometimes called the screening)
- Follow-Up Survey

(If you enter these online, you DO NOT need to submit paper versions of these forms.)

## The following CANNOT be entered online (at this time):

- Consent Form
- Client Information Form

(The paper versions of these forms need to be submitted to the WWHF via fax or mail.)

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# **Entering Surveys is as Easy as 1-2-3!**

STEP 1 To access the online data entry system, use the following link: http://www.wwhf.org/programs/my-baby-me/my-baby-me-surveys/

STEP 2 Choose the survey you wish to enter.

### STEP 3 Follow the prompts to enter the data.

The survey data is automatically sent to us when you reach the final screen stating: "Your survey has been submitted successfully. Thank you for your time."

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## **Frequently Asked Questions:**

### 1) What do I need to access the online data entry link?

Answer: An internet connection.

### 2) Why can't I submit the Consent or Client Information Form online?

Answer: At this time, no Protected Health Information (PHI) can be entered into the system. If the online entry is well-utilized, we will invest in the security measures needed to add this option in the future.

#### 3) Can I print the data survey(s) after I enter it and it is submitted to the WWHF?

Answer: Not at this time. Again, if the online entry is well-utilized we will invest in the added functionality needed to add this option in the future.

#### 4) What about First Breath surveys?

Answer: Online First Breath surveys are already available. You can find them by clicking this link.

### If you have additional questions, please contact your Program Coordinator.

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