

ADULT WebNEERS Direct Data Procedures FY2025-2026

(updated 2/7/26)

- Have this open in another tab: [WebNEERS - Lessons, Hours, Population](#)
- Upload the 24 hour recalls to the [24-hr Recall Google Folder](#)
- Upload the attendance sheet in the [Adult Program Attendance Google Folder](#)

Reminder: **Adults are entered as INDIVIDUALS**. Which means even if they are part of a class they may have different addresses, towns, lessons, hours, and exit data than other adults in the class.

To enter Adult data using Direct Data Entry:

ENTRY

Home > Process Direct Data Adults

1. Click the wrench under 'Manage' to edit aka process the adult

> Contact Info

The screenshot shows the 'Process Direct Data Adults' form for 'Missimer, Amanda'. The form has a breadcrumb trail: '<< Back | Home >> Process Direct Data Adults >> Process Direct Data Adult'. At the top right, it shows 'University of Rhode Island | Rhode Island | 2026'. The form is divided into several tabs: 'CONTACT INFO', 'ENTRY DATA', 'RECALLS', 'ENTRY QUESTIONNAIRE', 'EXIT DATA', and 'CUSTOM DATA'. The 'CONTACT INFO' tab is active. It contains the following fields: 'Adult Group' (a dropdown menu with a '(Create new) (?)' link), 'Staff Member' (a dropdown menu with 'Paglierani, Sophia | P25' selected), 'Enrollment Date' (a date field with '12/16/2025' and a calendar icon), 'First Name' (a text field with 'Amanda'), 'Last Name' (a text field with 'Missimer'), 'Address' (a text area), 'City' (a text field with 'Cranston'), 'State' (a dropdown menu with 'RI' selected), 'ZIP' (a text field with '2920'), 'Plus 4' (a text field), 'Phone' (a text field), 'Ext' (a text field), and 'Email' (a text field). To the right of these fields is an 'Address Verification' section with fields for 'County', 'FIPS', 'Congressional District', 'CBSA', 'Latitude', and 'Longitude', and a 'Verify Address' button. At the bottom of the form are 'Cancel' and 'Save' buttons. A red 'Attention Needed' banner is visible at the top of the form.

1. Select the Adult Group from the drop down

- a. if program is not there to select, gchat Amanda ASAP
2. Your name should populate as 'Staff Member'
3. Enrollment date should populate as the day the individual participant completed the direct data entry using the room code
4. First Name should populate
5. Last Name should populate
6. Phone should populate (if entered)
 - a. If no personal phone number is entered, enter the phone number for the program location
7. Email should populate (if entered)
 - a. If no personal email is entered, enter the email for the program location/program contact
8. Address should populate (if entered)
 - a. If no personal address is entered, enter the address for the program location
9. Address must be verified - this can only be validated after the group has been saved, so **make sure to double check this is done** after you hit save!

> Entry Data

: New Adult + Remarks

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

Adult Information

Age

Sex
☐ Female
☐ Male
☐ Prefer Not to Respond

☐ Pregnant
☐ Nursing

Ethnicity
--Select One--

Race
☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Not Provided

Ethnic Group/Nationality
--Ethnic Group/Nationality--

Highest Grade
Not Supplied

Residence
--Select One--

Household Information

Household Income (\$/month) (?)
N/S
N/S = not supplied

Children (?)

Children Age Breakdown
Ages 0-5: 0
Ages 6-13: 0
Ages 14-19: 0

Others in Household

Total Household
1

Lesson Type
--Select One--

Subgroups
☐ R: Direct Data
☐ R: Parent/Child

Public Assistance at Entry

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

1. Age should populate (if entered)
2. Sex should populate
3. Pregnant or Nursing, if applicable should populate (if entered)
4. Ethnicity should populate
5. Race should populate
6. Ethnic Group/Nationality should populate (if entered)
7. Highest Grade should populate (if entered)
8. Residence Size should populate (if entered)
 - a. **This is commonly entered incorrectly - always double check** with [WebNEERS - Lessons, Hours, Population](#) document and match the residence to the city entered in contact info
 - i. This varies between participants

9. Public Assistance at Entry, if applicable should populate (if entered)
10. Household Income should populate (if entered)
11. Children should populate (if entered)
12. Others in Household should populate (if entered)
13. Lesson Type should populate
14. Subgroups - These are preprogrammed by Amanda so they should be populated. More subgroups may need to be selected based on individual participants, if so the options would be:
 - a. Select Circulum Add ons
 - i. I:Physical Activity Lessons
 - ii. I:Pregnancy/Breastfeeding Lessons
 - b. Select additional labels if applicable
 - i. Direct Data
 - ii. EXCITE
 - iii. Parent and Child
 - iv. PSE
 - v. Teen Parents
 - vi. Young Adults (18-24)

> Recalls

1. This will be blank

24-h Recall Collection Protocol with Student Assistance

2. Educator collects 24-hr recalls in class
3. Educator scans and uploads 24-hr recalls [here](#)
4. Educator tags student [here](#)
 - a. The undergraduate student cannot enter the data until the adult is processed
1. Student leaves any questions/comments for educator and tags [here](#)
2. Repeat steps 1-4 for second 24-hr recall
3. Upload final attendance sheet [here](#)

> Questionnaires

1. The Entry Questionnaire will be populated - check that all questions have responses

Click Save! The Adult is now processed.

- **The adult will now be found under Home > Manage Adults**
-

EXIT

Home > Process Direct Data Adults

1. Click the wrench under 'Manage' to edit aka process the adult

> Contact Info

<< Back | Home >> Process Direct Data Adults >> Process Direct Data Adult

University of Rhode Island Rhode Island 2026

Missimer, Amanda [Remarks](#)

CONTACT INFO EXIT QUESTIONNAIRE PUBLIC ASSISTANCE

Adult
NO MATCH

No adult was found matching any entered information. Please check that the correct adult is selected before submitting.

First Name Last Name
Amanda Missimer

Phone
(484) 390-1026

Email
amanda_missimer@uri.edu

Cancel Save

1. A match should populate
 - a. If not:
 - i. There is no Entry Data for that individual
 - ii. Issues with different names such as nicknames
 - iii. Issues with spelling
 - iv. Issues with duplicates
 - b. Solve issue, use best judgement, gchat amanda
2. First Name should populate
3. Last Name should populate
4. Phone should populate (if entered)
5. Email should population (if entered)
 - a. Common issue with email is missing @email.com, or .com, etc.

> Recalls

5. This will be blank

24-h Recall Collection Protocol with Student Assistance

6. Educator collects 24-hr recalls in class
7. Educator scans and uploads 24-hr recalls [here](#)
8. Educator tags student [here](#)
 - a. The undergraduate student cannot enter the data until the adult is processed
4. Student leaves any questions/comments for educator and tags [here](#)
5. Repeat steps 1-4 for second 24-hr recall

6. Upload final attendance sheet [here](#)

> Questionnaires

1. The Exit Questionnaire will be populated - check that all questions have responses

> Public Assistance

1. Public Assistance at Exit, if applicable should populate (if entered)

Click Save! The Adult is now processed.

- **The exit data will now be connected to the existing adult will now be found under Home > Manage Adults**
-

How to complete data:

Home > Manage Adults > Edit this Adult

1. Select the adult you want to complete data for
2. Review that all data is correct using this document
3. Review all recalls and questionnaires are entered correctly

> Exit Data

: New Adult + Remarks

CONTACT INFO ENTRY DATA RECALLS QUESTIONNAIRES EXIT DATA

Status

Active ▼

Exit Date

00/00/0000

Public Assistance at Exit (?)

☐ F: Child Nutrition

☐ F: FDIPIR

☐ F: Head Start

☐ F: Other

☐ F: SNAP

☐ F: TANF

☐ F: TEFAP - Commodity

☐ F: WIC/CSFP

	Synchronous Education (Live)		Synchronous Total	Asynchronous Education (Not live)		Asynchronous Total	Total
	In Person	Via Technology		Recorded	Self-Guided Modules		
# Lessons	 	 	0	 	 	0	0
Hours : Minutes	0 : 00	0 : 00	0	0 : 00	0 : 00	0	0

Cancel
Save

1. Select status
 - a. To "Ed. Objectives Met" aka graduate, adult participants must:
 - i. Have completed a pre and post questionnaire
 - ii. Have completed a pre and post 24 hr recall
 - iii. Attended 5/9 classes/lessons
 - iv. No more than 2 make up lessons virtually (asynchronous)
2. Enrollment date should populate as the day the individual participant completed the direct data exit using the room code
 - a. This may vary by individual participant depending on when the information was collected
3. Public Assistance programs at Exit should populate (if entered)
4. Enter Synchronous Live Education > In Person
 - a. Use the ["WebNEERS - Lessons, Hours, Population"](#) document to complete this!
 - i. Enter # lessons
 - ii. Enter hours:minutes of programming
 - b. The lessons are the lessons in the basic curriculum + any add ons (eg. physical activity)
 - c. The hours: minutes are **not modified** by extra lessons, but are only reflective of the actual time spent in the classroom
 - i. This may vary by individual participant depending on what days the individual participant attended the program

- d. **Keep a detailed attendance sheet of number of days attended, any additional lessons and any other notes that are needed to explain the data for each individual participant**
- e. Keep records of the number of lessons, hours and minutes as changes can occur! Such as decreased lessons, snow days, or schedule changes
- f. Select the end date - this is the date of the **last day of programming that the individual participant attended**
 - i. Note: this is not the date of the day you enter the data
 - ii. This may vary by individual participant depending on what days the individual participant attended the program

Don't forget to hit save!* :)

> +Remarks

1. Type your initials and the date that you **completed** entering all of the data
 - a. E.g. ACM 2/7/26
 - b. Add any other relevant information that would impact the data (e.g. snow days, water main break, dropped program, mass illness, etc.)
2. After you have done this, you are all set!
3. Upload the attendance sheet in the [Adult Program Attendance Google Folder](#)

Final Checks:

1. Is the entry named following the naming formula?
2. Is the address verified?
3. Did you select a program site, location, curriculum, and any other relevant subgroups?
4. Are the Start Date and End Date correct for when the program began and ended **for each individual participant?**
5. Are lessons, hours:minutes entered correctly?
6. Are Towns and Cities correct for the city entered in the address?
7. Is the Status adjusted to properly reflect the [Data Policies](#)?
 - a. Select status
 - i. To "Ed. Objectives Met" aka graduate, adult participants must:
 1. Have completed a pre and post questionnaire
 2. Have completed a pre and post 24 hr recall
 3. Attended 5/9 classes/lessons
 4. No more than 2 make up lessons virtually (asynchronous)