

SNAP Guidance: accessing, saving, and submitting Questionnaires

To access the **Casenote** and **Contextual Questionnaire** on **Snap XMP Online**, please follow these steps:

1. **Click the Link**

Use the link provided in the email you received for the questionnaire you would like to complete. Please note that the links to access the Casenote and Contextual Questionnaires are different, but login information is the same. The link will take you directly to the Snap XMP Online login page.

2. **Enter your Login Details**

On the first page, you'll be prompted to enter your **username** and **password**. These credentials can be found in the same email.

NCAP EIP Audit 2025: **Casenote Questionnaire**

Username (EIP0000)

Password

Next

3. **Select an entry**

Once logged in, you will be directed to a landing page titled **“NCAP Audit 2025: Casenote Questionnaire.”** This page displays a list of entry fields labelled *Casenote Questionnaire 001–150*, each highlighted in blue. To begin filling out a casenote questionnaire, please select one of the entry fields that are highlighted in blue. These blue links indicate the available entries you can select to begin completing a casenote questionnaire.

- Please only complete as many entries as needed based on your current caseload.
- If your team has more than 150 casenotes, please contact us for further guidance.

For the Contextual Questionnaire, there will be only one entry field highlighted in blue. This is because each team is required to submit just one contextual questionnaire.

NCAP EIP Audit 2025: Casenote Questionnaire

[Casenote Questionnaire 001](#)
[Casenote Questionnaire 002](#)
[Casenote Questionnaire 003](#)
[Casenote Questionnaire 004](#)
[Casenote Questionnaire 005](#)
[Casenote Questionnaire 006](#)
[Casenote Questionnaire 007](#)
[Casenote Questionnaire 008](#)
[Casenote Questionnaire 009](#)
[Casenote Questionnaire 010](#)
[Casenote Questionnaire 011](#)
[Casenote Questionnaire 012](#)
[Casenote Questionnaire 013](#)
[Casenote Questionnaire 014](#)
[Casenote Questionnaire 015](#)

4. **Begin the Questionnaire**

After selecting your entry field, you will be taken to the start of the questionnaire.

5. **Saving your Progress**

You can save your progress at any time and return later to complete the questionnaire. To access saved questionnaires, sign back in to the tool and access the landing page, where you will once again see the list of entries and can select the one you wish to continue.

6. **Submit the Questionnaire**

Data that has been saved will not be viewable by the NCAP team.

Please ensure you review your saved entries to check that the data is correct, as there will be no data cleaning.

Once you have finished you must click 'submit' at the bottom of the form to ensure the NCAP team receives your submission.