NCAP EIP 2021/22

Guidance for online data submission

Accessing the online data entry form

The NCAP lead(s) for your Trust have been emailed the username and password for data entry. These login details are unique for your Trust. The same username and password are valid for both the casenote and contextual questionnaire.

How to access the online tools

The **casenote** questionnaire can be accessed here:

https://wh1.snapsurveys.com/s.asp?k=163369437935

The **contextual** questionnaire can be accessed here:

https://wh1.snapsurveys.com/s.asp?k=163369451155

Please login using the username and password allocated to your Trust.

Once logged in, a dashboard will display the total number of questionnaires to be completed for your Trust. These are organised by EIP team ID for the contextual questionnaire and NCAP ID for the casenote questionnaire.

Navigating the online form

At the dashboard, please select the survey you wish to complete. The dashboard will state the status of each survey i.e. whether the survey is complete, started or not started.

You can save your survey and return at a later date by selecting the Save option.

Please note once a survey is submitted, you will be unable to edit your responses.

If you have any queries, please contact a member of the project team on
NCAP@rcpsych.ac.uk