

NCAP EIP 2021/22

Guidance for online data submission

Accessing the online data entry form

The NCAP lead(s) for your Health Board have been emailed the username and password for data entry. These login details are unique for your Health Board. 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=163369444390>

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

<https://wh1.snapsurveys.com/s.asp?k=163369466191>

Please login using the username and password allocated to your Health Board.

Once logged in, a dashboard will display the total number of questionnaires to be completed for your Health Board. 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