Maryland Department of Health and Mental Hygiene
Center for Cancer Prevention and Control
Surveillance and Evaluation Unit
Education Database (EDB) Form Completion Guidance

EDB FORM SECTION	EDB FIELD	EDB FIELD DESCRIPTION	EDB GUIDANCE	REQUIRED EDB FIELD
Program Use Only	Jurisdiction	System generated field based on your local CRF-CPEST program name.	N/A	YES
	EDB ID	System generated, unique ID number assigned to a newly created record, after it is saved.	Write this number on the hard copy EDB form for the client.	YES
	Local ID	Optional ID number that can be created by a local program to identify an EDB record.	Enter desired local ID that is 25 characters/numbers or less.	NO
	Date of Activity	Date education or outreach activity took place.	Enter the date the activity occurred, using the *"mm/dd/yyyy"* format. • For **media activities**, if an activity occurred consecutively over multiple days, enter the date the media activity started. For example, if an advertisement ran in the newspaper over a 3-day period, indicate the date it first appeared. • For **non-media activities**, if an activity occurred consecutively over multiple days, enter each non-media activity separately. For example, if doctors' offices are visited over the course of several days, enter a date for each office visit separately.	YES
Activity Information	Specify Cancer	Represents the specific cancer(s) that are chosen for each activity/resource implemented. Nine (9) cancer selections are available: Breast, Cervical, Colorectal, General, Lung, Oral, Prostate, Skin, and Other. One or more cancers may be selected per activity/resource implemented.	Check all cancer type(s) that were covered in the activity/resource implemented. • Check "General" cancer if topic covered in activity/resource implemented is general in nature, non-specific, or prevention- or cancer-related information. • Check "Other if type of cancer is not listed, and specify the type of cancer in the accompanying text field.	YES

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	Type of Cancer	System generated field that lists all types of cancer(s) selected for the "Specify Cancer" field.	N/A	YES
	Other cancer, specify	Open text field used to specify cancer when type of cancer is not listed in the dropdown options for the 'Specify Cancer' field.	Enter the specific type of cancer	YES
	Type of Activity/Resource implemented	Listing of activity/resource implemented by the CRF-CPEST program.	Check type(s) of activity/ resource implemented. • Check "Other" if type of activity/resource implemented is not listed, and specify the type of activity/resource implemented in the accompanying text field. *Note: Multiple types of activities/ resources implemented may be checked on the EDB Form if:* • *The activities are **similar** and were implemented on the **same day** at the **same location** (e.g., conducting skin cancer prevention presentations at an elementary school, for different classes)* • ***Multiple activities/ resources** were implemented on the **same day** at the **same location** (e.g., presenting CRF-CPEST program information to a doctor's office and handing out CRF-CPEST program information to be displayed in the lobby of the doctor's office)* • ***Multiple activities/ resources** were implemented on the **same day** at a **different location**, and the **type of cancer** is the **same** (e.g., doing the same breast cancer presentation at two different churches on the same day)*	YES

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			• For additional examples of when to check multiple activities/ resources implemented in the EDB Form, please see the *Education and Performance Measures Guidance*, available from the EDB Help Menu	
	Category of Place of Activity	Categorical listing for place(s) an activity/resource was implemented.	Check the category of place where the activity/resource was implemented: • If more than one activity/resource was implemented, check the appropriate category of place for each activity/resource implemented. • Check "Other" if category of place where the activity/resource was implemented is not listed, and specify the category of place of activity in the accompanying text field. *Note: Entries coded as "Other" often belong to existing categories (e.g., schools, malls, shelters, churches, apartment, library, community centers, parks, and fairgrounds). Please consider existing categories before selecting "Other."* • Category of Place of Activity should be selected consistently (i.e., different categories should not be entered for the same place). For example, community service centers should not be categorized as both a Community Service Agency and a Health Care Setting	NO
	Type of Audience	Refers to different types of audience members present or targeted during an activity/resource implemented. Types of audience members include: General Public, Health Professionals, and Trainers or Educators. • General Public: includes any audience	Check type of audience(s) targeted for the activity/resource implemented.	YES

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		(professional or non-professional) for whom education primarily is intended to increase personal or professional information or awareness about cancer, and motivate them to get screened. • Health Care Professionals: includes health care providers and health care-related professionals. • Trainers or Educators: includes any audience (i.e., trainers, educators, outreach workers, health promoters, or volunteers) in which education is aimed at having the audience conduct future, CRF-CPEST-sponsored education and outreach activities		

Participants Targeted/ Reached	Number or Estimate of Participants Targeted/Reached	Refers to number or estimate of participants targeted/reached through the activity/resource implemented. Examples include number or estimate of:
		• Brochures distributed
		• Flyers mailed
		• Radio announcement listenership or newspaper subscribership
		    o Radio, TV, and newspaper offices can be contacted to get the number of people who represent their projected listenership or subscribership at the time the ad was circulated or the PSA was aired, and on what basis (daily, weekly, monthly).
		• Reader boards/billboards viewership
		    o State Highway Department of Traffic Control offices can be contacted to obtain estimated number of persons
			Enter the total number of participants targeted/reached during the activity/resource implemented.
			• If number of participants targeted/reached is unknown, enter an estimated number.
				YES

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	Outcome: *Were participants offered opportunity to sign up for screening at a future date?*	Field used to indicate if participants were offered an opportunity to sign up for future cancer screening, during the activity/resource implemented. "Offered" is defined as a written or verbal offer to sign up. • Examples of written offers to sign up include: sign up sheet at an event, take away materials that include sign up information (i.e., brochures and flyers with tear off tabs) • Examples of verbal offers to sign up include: face-to-face, phone call, or radio station announcement sign up offers	Select appropriate response option from drop down menu. • Select '*Yes*' if participants were offered an opportunity to sign up for screening at a future date. • Select 'No' if participants were not offered the opportunity. • Select '*not applicable*' if 'Yes' or 'No' does not apply (e.g., education targeting health care professionals or general cancer awareness activities such as healthy lifestyle tips and cancer fact sheets)	YES
	Outcome: *If yes, number who signed up at this event*:	Field used to capture number of participants who signed up (onsite or contacted the local program directly afterwards to sign up) for screening, after being offered an opportunity to sign up for screening at a future date.	Enter number of participants that signed up for screening.	YES
Comments/Suggestion	Comments/Suggestion	Open text field used to capture comments or suggestions made by the target audience or those involved in the promotion/administration of the activity/resource implemented (e.g., lead educators).	Enter any comments or suggestions made, in the text field provided.	NO
For Local Program Use Only: Local Use Fields	Local Field 1 Local Field 2 Local Field 3 Local Field 4 Local Field 5 Local Field 6 Local Field 7 Local Field 8 Local Field 9 Local Field 10	Local Fields 1-10 are optional text fields used to capture information not captured elsewhere on the EDB. Local fields are only for local program use. *Note: For information on how to assign labels to Local Fields, please refer to the Local Field Label and Local Field Data sections below*.	Enter desired data and use the local field consistently across EDB records. For example if Local Field 1 is used to capture zip code information in one record, Local Field 1 should only be used to capture zip code information in other records.	NO

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	Local Field Label	Local Fields Labels are designated fields associated with information entered in the "Local Data" fields. All Local Data entered is optional and only for local program use. Local Field Labels can only be created and assigned by program-designated EDB users.	Program-designated EDB users can create and assign Local Field Labels via the Program Defined Fields link under the Forms section of the EDB Main Menu: • Enter the name you wish to appear as a local field label and click 'Save.' The label you created will now appear under the ***For Local Program Use Only: Local Use Fields*** section of the EDB Form. Enter data you wish to associate with the label in the corresponding open text field. • *Note: You can check "Not in Use" for any fields that your program is not using. Once the names and "Not in Use" entries are saved, the EDB form will be updated.* See Attachment 15 of CCPC HO Memo 16-17 for detailed guidance and screenshots is field (also available under the EDB Help Menu).	NO