

## Enter Data As

### What is EDA?

Enter Data As (EDA) is a tool in ServicePoint that allows you move between your agency's projects for data entry and reporting purposes. When inputting data into ServicePoint, remember to always select the correct "Enter Data As," project/provider.

### Why is EDA Important?

Each project is set up to specifically meet all your needs when it comes to the correct assessment, workflow, etc. If you do not use the EDA function, much of the data you record will not populate correctly into the reports for your provider/project.

Data visibility/security is specified by provider/project page. Unless data is entered in EDA mode into the appropriate project, the client's data will be assigned the visibility and security of the provider page. This could compromise client data, particularly when there is variability in the visibility and security settings of an agency's projects.

EDA will become vital in controlling client privacy when data sharing is implemented. Only users with visibility to the 'provider creating' (the provider you select as EDA) will be able to see the data you enter.

### Benefits of EDA:

- Decreased reporting issues.
- Reduced data entry errors.
- Improved data security.
- Eliminates the need to use drop down menus to select the client's program when doing data entry.

### When Should I Use EDA?

All data entry or updates should be done in EDA mode to the specific project, where client is being served.

Users should go into EDA mode to do client entry BEFORE searching for or entering a client into the System

### Key Reminders

- Check often to make sure you are in the correct EDA provider.
- Drop-down search menus will be available to you even if you are not in EDA. If you have to use a drop down or search menu to select the provider you want when creating an entry/exit, service, ROI, or Assessment, this is an indicator that you are NOT properly using EDA.
- IF this happens:
  - Stop, go into EDA mode, and select the correct provider.
  - If information is entered while not properly in EDA you will need to delete and re-enter it.