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**Cancer Education Database (EDB)  
Version 2.0  
Training Presentation**

*Prepared By:*  
Surveillance and Evaluation Unit  
Center for Center Surveillance and Control  
June 2011

# What you are going to learn....

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- Purpose and uses of EDB
- System and Login Information
- EDB Forms
- Basic Features of EDB and Data Entry
- Advanced Features of EDB



# Purpose of Cancer EDB

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- To capture non-confidential education/outreach activities of local Cigarette Restitution Fund Program (CRFP)



- To provide a uniform, comprehensive tracking tool of program education and outreach efforts



# Why is it important to learn about EDB?

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- To use the data that will allow for program evaluation
- To assure consistent data entry, vital for data quality and reliability





# Uses of EDB Data

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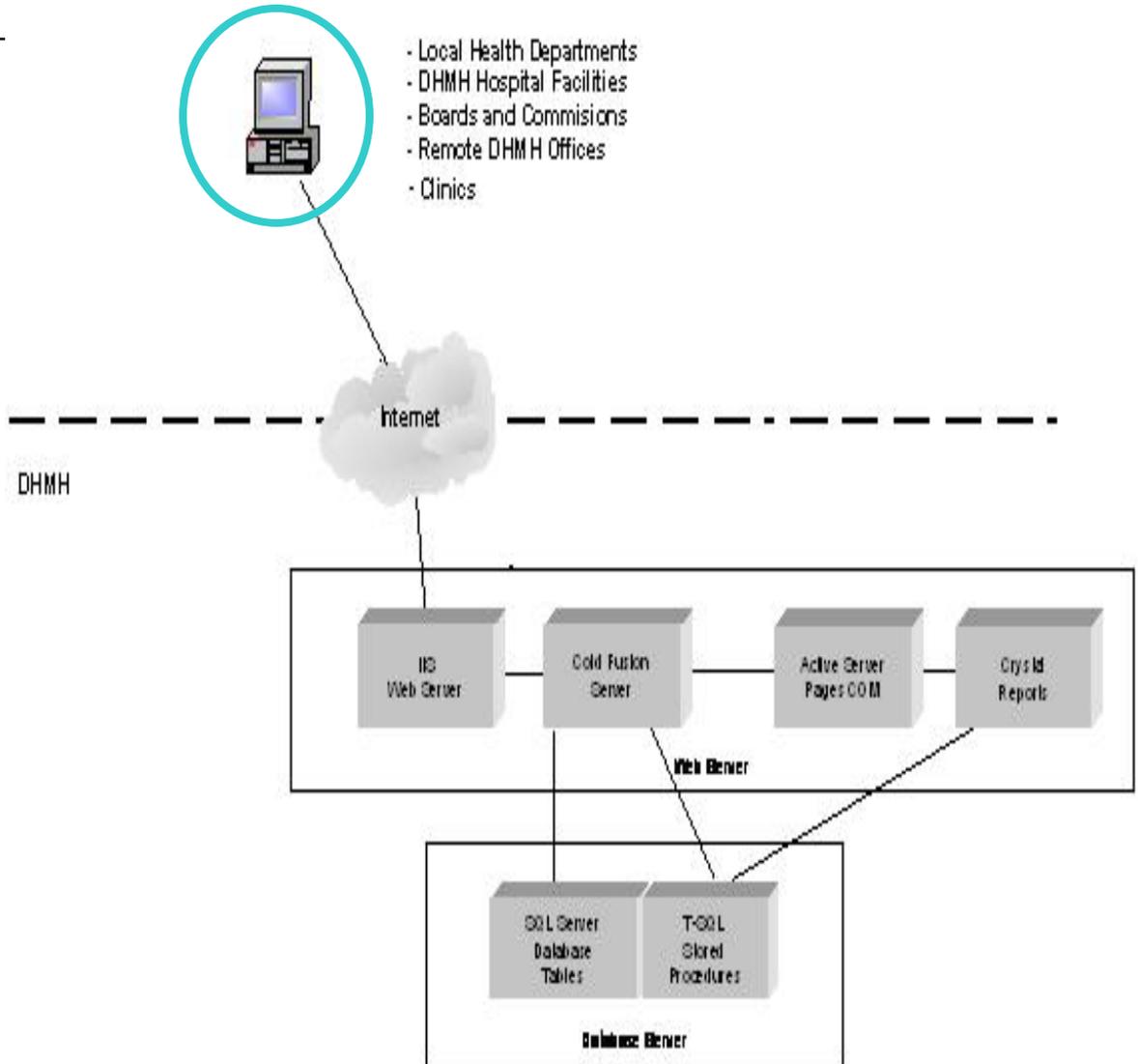
- Performance measures
- Progress reports
- Annual legislative reports
- Site visits
- Program management tool
- Information exchange between programs

# System Information

Internet-based

Locally, user enters data using a secure website

Data is stored on servers at DHMH



# System Information

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- Software used:
  - Microsoft SQL Server –  
database where EDB data is stored
  - ASP.NET –  
front end interface (data input screens)
  - Crystal Reports and Microsoft Excel –  
report writing tools

# Login: Website Access

From your Internet browser:

Go to **<http://fha.maryland.gov/cancer/edb>**



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "FHA Employee Resource Center - Windows Internet Explorer". The address bar contains the URL "http://fha.maryland.gov/cancer/edb". A red arrow points to the address bar. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows "Convert" and "Select" buttons. The Favorites bar includes "Favorites", "Google", "CDB", "CDB UAT", "CCSC", "OIT Help", "Suggested Sites", and "Web Slice Gallery". The main content area displays the "FHA Employee Resource Center" logo, which features a stylized "FHA" in red and blue above a group of colorful stick figures holding hands. To the right of the logo, the text "Employee Resource Center" is displayed in blue, followed by "Dr. Russell W. Moy, MD, MPH, Director" in black. On the far right, a partial view of a "Quick Links" section is visible, showing buttons for "FH" and "Hes".

# Login: User Name and Password

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Every user will have a unique login ID (user name) and password associated with their local program

**DHMH**  
Center for Cancer Surveillance and Control  
Cancer Education Database (EDB)

Local users have access to their program only

A temporary (default) password will be given on first login

User Name:

Password:

Login

# Login: First Login Instructions

You must change your password after first login with default password (to be provided)

Your password must consist of a combination of three of the following characters: upper case, lower case, number, special characters

**DHMH**  
Department for Cancer Surveillance and Control  
Cancer Education Database (EDB)

User Name: ERIC

Old Password:

New Password:

Confirm Password:

**Tip: If you are having difficulty with your password, make sure caps lock is off**

**Tip: If your browser asks Windows to remember the password, answer NO**

If locked out, please send an email to [EDBHelp@dhmh.state.md.us](mailto:EDBHelp@dhmh.state.md.us)



# Login: Additional Information

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If you work in more than one local program (this is rare), a screen will appear after login asking you to select a program. Select the program in which you want to enter data.



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# EDB Forms



# EDB Forms

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- o Forms are used for data collection and entry
- o EDB consists of four forms:

Form 1

Form 2

Form 3

Form 4

# What are the Forms?

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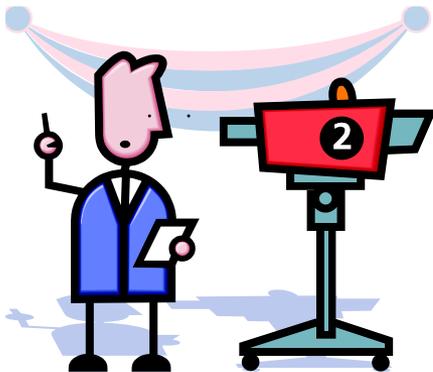
- Form 1 - “Education Sessions”
  - Information on formal group presentations, individual sessions (such as with 1:1 counseling), or brief encounters (such as at display tables).
  - Ex: Door to door campaign, lecture settings, or brief interactions such as health fairs



# What are the Forms?

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- Form 2 - "Media/Resource Activity Implemented"
  - Outreach efforts such as mass mailings to patients or providers
  - Broad-based information such as media events or ad campaigns





# What are the Forms?

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- Form 3 - “Media/Resource Materials Developed”
  - Resource materials developed by the Local Program
  - Examples include letter, newspaper article, Web site postings, billboards, brochures, or mailings



# What are the Forms?

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- Form 4 - “Other Related Education/ Outreach Activity”
  - Administrative activity
  - Non-educational efforts that support educational initiatives
  - Examples include solicitation for group presentations, staff development activities

# How do I Know Which Form to Use?

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- Consider purpose/activity of the education session
- Are you:
  - Educating verbally....talking person to person?
  - Conducting outreach activities?
    - media campaigns (e.g., press release)
    - mass mailings
    - brochure distribution
  - Developing new educational materials?
  - Performing administrative functions?

# Another Way to Understand It...

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- Form 1 captures interactive, verbal exchanges in an education session
- Form 2 captures outreach activity that often targets people (not always known if message is received)
- Form 3 captures an item developed as an educational resource tool
- Form 4 captures administrative activities

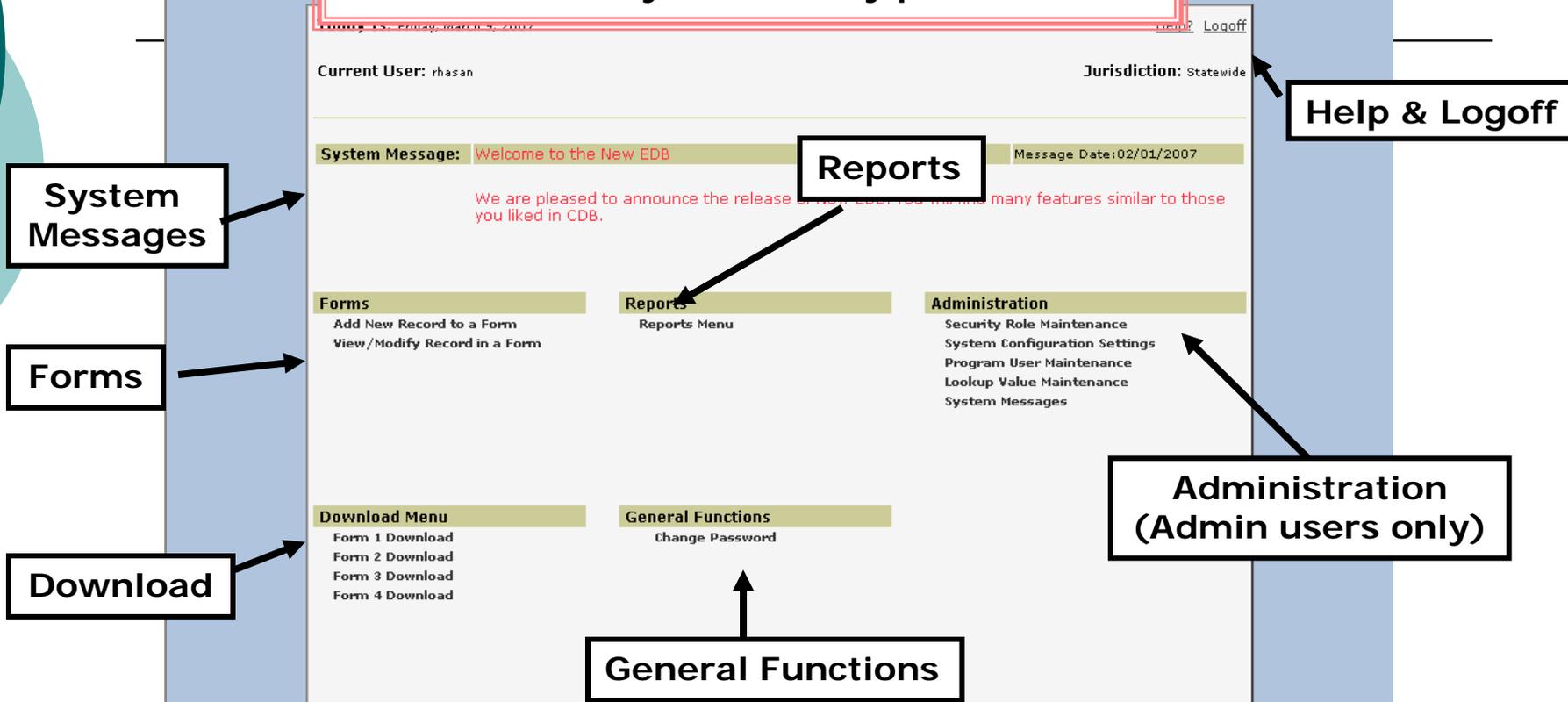


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# Features of the EDB

# Main Menu is Divided into Features

**Tip: Some options may not appear on your screen due to your security permissions**



**Tip: If you want to go straight to that function click the pink page forward button**



# Basic Features of the EDB

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Basic Features of the EDB on the Main Menu include:

- System Message

- Forms (Add new record, View/Modify)

- General Functions

- Help and Logoff



# Advanced Features of the EDB

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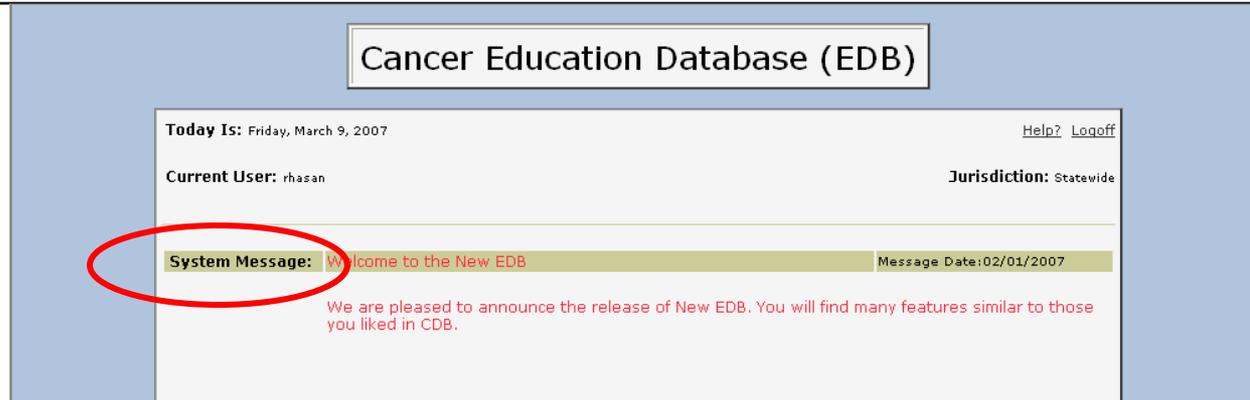
Advanced Features of the EDB on the Main Menu include:

Reports

Download

Administration (for Admin users)

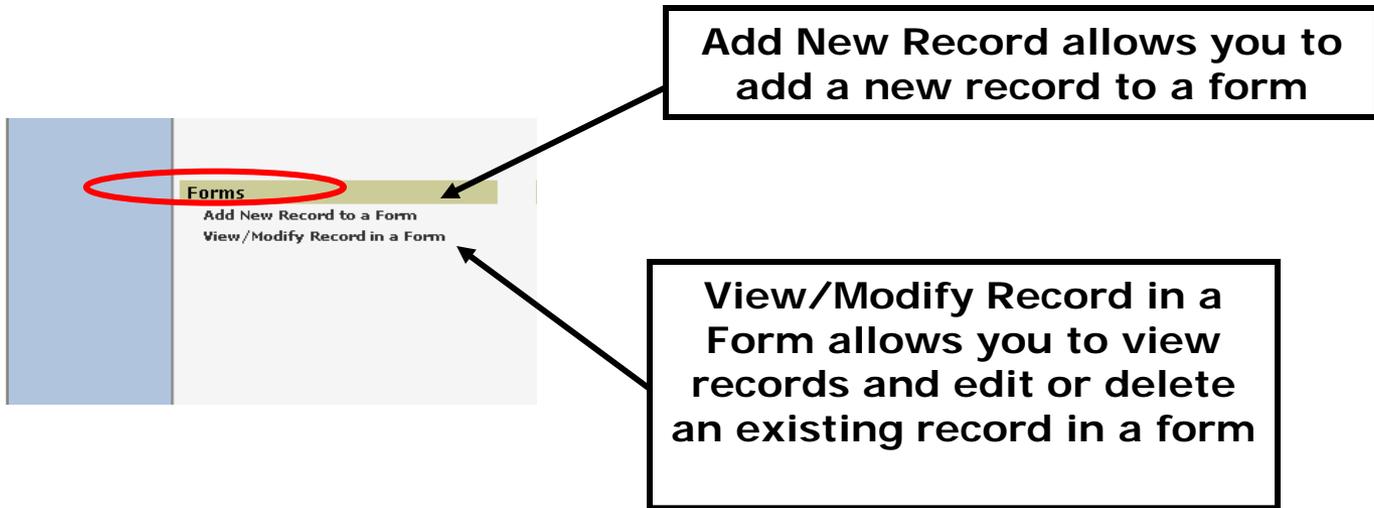
# Basic Features - System Message



The screenshot displays the main menu of the Cancer Education Database (EDB). At the top, the title "Cancer Education Database (EDB)" is centered. Below the title, the page is divided into several sections. On the left, it shows "Today Is: Friday, March 9, 2007" and "Current User: rhasan". On the right, there are links for "Help?" and "Logoff", and it indicates "Jurisdiction: Statewide". A prominent feature is a "System Message" section, which is highlighted with a red oval. The message text reads: "Welcome to the New EDB" followed by "Message Date: 02/01/2007". Below this, a red text block states: "We are pleased to announce the release of New EDB. You will find many features similar to those you liked in CDB."

The System Message section of the Main Menu displays important information and updates

# Basic Features - Forms



Don't worry ... more about adding data later



# Add a New Record to a Form

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Main Menu

**Add New Record to a Form**

[EDB Form 1. Education Sessions](#)

[EDB Form 2. Media/Resource Activity Implemented](#)

[EDB Form 3. Media/Resource Materials Developed](#)

[EDB Form 4. Other Related Education or Outreach Activity](#)

This page displays a link for each form

Click the link for a specific form to take you to the page to add data for that form

# View or Modify a Record in a Form

The screenshot displays the Cancer Education Database (EDB) interface. At the top, the title 'Cancer Education Database (EDB)' is centered. Below it, the date 'Today Is: Friday, March 9, 2007' and 'Help? Logoff' are visible. The 'Jurisdiction: Statewide' is indicated on the right. A message bar shows 'Message Date: 02/01/2007'. The main content area is divided into several sections: 'Forms' (with links for 'Add New Record to a Form' and 'View/Modify Record in a Form'), 'Reports' (with 'Reports Menu'), 'Administration' (with links for 'Security Role Maintenance', 'System Configuration Settings', 'Program User Maintenance', 'Lookup Value Maintenance', and 'System Messages'), 'Download Menu' (with links for 'Form 1 Download', 'Form 2 Download', 'Form 3 Download', and 'Form 4 Download'), and 'General Functions' (with 'Change Password'). A red arrow points to the 'View/Modify Record in a Form' link in the 'Forms' section.

**Click on "View/Modify Record in a Form" link**

View/Modify allows a user to see all records for their jurisdiction

Statewide users can see records for all jurisdictions

# View/Modify Record

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[Main Menu](#)

## **View/Modify Record in a Form (to Edit/Delete)**

[EDB Form 1. Education Sessions](#)

[EDB Form 2. Media/Resource Activity Implemented](#)

[EDB Form 3. Media/Resource Materials Developed](#)

[EDB Form 4. Other Related Education or Outreach Activity](#)

This page displays a link for each form

Click the link for a specific form to take you to the View/Modify page for that form

# View/Modify - Navigating

Search for records that match a specific condition

Click to return to Form View/Modify

Click to add a new form

Click to navigate to pages in the result

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

## EDB Form 1: Education Sessions

Search:  in   [Help?](#) [Logoff](#)

[Form View/Modify](#) [Form 1 Add](#) [Main Menu](#) << [First Page](#) < [Previous Page](#) [Next Page](#) > [Last Page](#) >> **Page: 1 of 135**

Sorted by: Form 1 ID, Sort Direction: Descending

Action	Form 1 ID	Local ID	Jurisdiction	Session Date	Specific Cancer	Type of Cancer
<a href="#">Edit</a> <a href="#">Delete</a>	26912	16-04753	Prince George's County	10/11/2006	Colorectal	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26911	16-04752	Prince George's County	11/10/2006	Colorectal	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26910	16-04751	Prince George's County	10/11/2006	Colorectal	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26909	16-04750	Prince George's County	10/24/2006	Colorectal	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26908	16-04749	Prince George's County	10/24/2006	Colorectal	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26907	16-04748	Prince George's County	10/24/2006	Colorectal	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26906	16-07203	Prince George's County	11/06/2006	Colorectal	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26905	16-04746	Prince George's County	11/06/2006	Colorectal	Colorectal

To sort data in a field – click on a column header to sort the data according to that column

Note: This is an example of Form 1. Other forms are similar; however, the fields may vary.

# View/Modify - Searching

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

EDB Form 1: Education Sessions

Search:  in Form 1 ID  [Help?](#) [Logoff](#)

[Form View/Modify](#) [Form 1 Add](#) [Main Menu](#) [<< First Page](#) [< Previous Page](#)

Sorted by: Form 1 ID, Sort Direction: Descending

Action	Form 1 ID	Local ID	Jurisdiction	Session Date	
<a href="#">Edit</a> <a href="#">Delete</a>	26912	16-04753	Prince George's County	10/11/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26911	16-04752	Prince George's County	11/10/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26910	16-04751	Prince George's County	10/11/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26909	16-04750	Prince George's County	10/24/2006	Colorectal

**Tip: EDB performs a 'contains' search: records that contain the search word will be displayed; it does not need to be an exact match**

You can search for a word or words in one field at a time

Search will limit the records returned to just those that match the search criteria

Enter a Search word or number – such as breast or br to look for breast cancer or a Form 1 ID number (e.g., 26912)

Choose a field from the “in” drop down menu – such as Type of Cancer or Form 1 ID; click “go” to begin search

# Edit and Delete a Record

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

**EDB Form 1: Education Sessions**

Search:  in   [Help?](#) [Logoff](#)

[Form View/Modify](#) [Form 1 Add](#) [Main Menu](#) << [First Page](#) < [Previous Page](#) [Next Page](#) > [Last Page](#) >> **Page: 1 of 135**

Sorted by: Form 1 ID, Sort Direction: Descending

Action	Form 1 ID	Local ID	Jurisdiction	Session Date	S
<a href="#">Edit</a> <a href="#">Delete</a>	26912	16-04753	Prince George's County	10/11/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26911	16-04752	Prince George's County	11/10/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26910	16-04751	Prince George's County	10/11/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26909	16-04750	Prince George's County	10/24/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26908	16-04749	Prince George's County	10/24/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26907	16-04748	Prince George's County	10/24/2006	Colorectal
<a href="#">Edit</a> <a href="#">Delete</a>	26906	16-04747	Prince George's County	11/06/2006	Colorectal

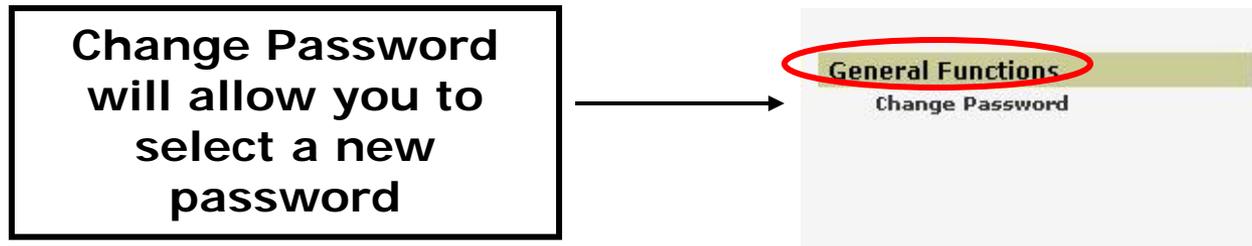
**Tip: Deleting a record is a permanent change; the record CANNOT be retrieved once deleted**

To Edit a record, click the "Edit" link under Action in the View/Modify mode; this link will open the form for that record

To Delete a Form record click the "Delete" link

The EDB system will display a warning message "Are you sure you want to delete..." Clicking "OK" will delete the record. Clicking "Cancel" will not delete the record and return to the View/Modify page.

# Basic Features - General Functions



The system will prompt you to change your password every 90 days. Your user account will become inactive if it is not used in 6 months.

Your password must consist of a combination of three of the following characters: upper case, lower case, number, special characters, and cannot match any of your previous five passwords

You will be locked out after 5 unsuccessful login attempts

If you have trouble with your password or have been locked out, email [EDBHelp@dhmh.state.md.us](mailto:EDBHelp@dhmh.state.md.us)

# Basic Features: Help and Logoff

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The EDB system provides online help documents such as a user guide and forms

Click the **“Help”** link to view the Help Menu page; then click an individual link to open that particular document

When you are finished in the EDB, click the **“Logoff”** link; you will be logged out of the system



**Tip: Logging off prevents other users from accessing data using your login account**



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# Getting Started with Data Entry

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

**EDB Form 1. Education Sessions**  
Maryland Cancer Education and Outreach Activity

Main Menu Form 1 View/Modify Add Form Insert Cancel

Program Use Only

Jurisdiction:  Form 1 ID: (system generated)

Date of Session:  (mm/dd/yyyy) Form 1 Local ID:  (optional)

Education Information

Specify Cancer*	Available	Selected
	Bladder	Colorectal
	Breast	
	Cervical	
	Endometrial	
	General	
	Liver	
	Lung	
	Oral	
Type of Cancer:	Colorectal	
	(system generated)	

General cancer deals with topics more general in nature, non-specific, or preventative or cancer-related info.

Topic / Description:

Method of Education:

Place of Events:

Category of Place of Events:

Type of Audience:

Duration of Session:  (in minutes) Number of Educators:

First Name of Lead Educator:  Last Name of Lead Educator:

Lead Educator Affiliation:

Category of Lead Educator's Affiliation:

Participant Information

Total Number of Participants Educated:

For General Public

Number of Male Participants:  Unknown

Number of Female Participants:  Unknown

Number of Low Income Participants:  Unknown

Number of Minority Participants:  Unknown

Age Groups:

For Colorectal Cancer Education Only: Outcome

Were participants offered FOB/FIT?

If yes, number of kits given out:

Were participants offered opportunity to sign up for screening by FOB/FIT, sigmoidoscopy, colonoscopy at a future date?

If yes, number who signed up at this event:

Questions/Comments

Questions asked by Participants:

Overall Comments/Suggestions:

For Local Program Use Only: Local Use Fields

Local Field 1:

Local Field 2:

Local Field 3:

Local Field 4:

Insert Cancel

# Sample Add New Record, Form 1

**Tip: Fields with a red asterisk are required**

**Tip: Some fields are disabled based on your answer to previous questions (e.g., age group, minority and gender if the audience is not the general public)**

\*Using form 1 as an example: different forms may vary however, the concepts are the same

**Note: The county name is already entered since county name is associated with the user ID/account information**

**Jurisdiction is the name of the county/jurisdiction that conducts the educational session**

**Date of Session is when the education occurred**

**Specify Cancers is the list of cancer(s) in the Available list that you choose from to identify the Selected cancer(s) for the session**

**Type of Cancer is a system-generated field**

**Form 1 ID is a unique numeric variable that is generated by the system that identifies the educational activity implemented**

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

Maryland

Main Menu Form 1 View/Modify

Program Use Only \* required fields

Jurisdiction: \* Carroll County

Date of Session: \* 01/23/2007 (mm/dd/yyyy)

Form 1 ID: (system generated)

Form 1 Local ID: 123456 (optional)

Education Information

	Available		Selected
Specify Cancer:*	Bladder Breast Cervical Endometrial General Liver Lung Oral	<input type="button" value="v"/> <input type="button" value="v"/>	Colorectal
Type of Cancer:	Colorectal (system generated)		

General cancer deals with topics more general in nature, non-specific, or prevention- or cancer-related info.

Topic / Description: \* Cancer Awareness

**See next three slides on Type of Cancer Recoding**

# Type of Cancer: Re-coding

- Field on hard copy form is called **Type of Cancer**

Education Information						
<b>Type of Cancer:</b> (check all that apply)	<input type="checkbox"/> Breast	<input type="checkbox"/> Cervical	<input type="checkbox"/> Colorectal	<input type="checkbox"/> General*	<input type="checkbox"/> Lung	<input type="checkbox"/> Oral
	<input type="checkbox"/> Prostate	<input type="checkbox"/> Skin	<input type="checkbox"/> Other, specify: _____			

**Multiple types of cancer can be collected on one form**

# Type of Cancer: Re-coding

	Available		Selected
Specify Cancer:*	Bladder Cervical Colorectal Endometrial General Liver Lung Oral	> >> < <<	Breast
Type of Cancer:	Breast <i>(system generated)</i>		

**In the database, when you select one or more cancers from the Available list, it will move it to the Selected box**

**Based on the cancer(s) selected in a record from Specify Cancer, the EDB system automatically determines the "Type of Cancer"; that is, the system generates the Type of Cancer**

**This is referred to as cancer re-coding**

Tip: To add a cancer, click on the specific cancer from the 'Available' list to highlight it; then click the > button (or double click the cancer and it will move over to 'Selected.' To remove the cancer from the list, highlight it on the 'Selected' list and click the < button.

# Type of Cancer: Re-coding

	Available		Selected
Specify Cancer: *	Bladder Cervical Endometrial General Liver Lung Oral Ovarian	> >> < <<	Breast Colorectal
Type of Cancer:	Other/Multiple <i>(system generated)</i>		

**Buttons to  
add/remove  
selected cancers**

*General cancer deals with topics more general in nature, non-specific, or prevention- or cancer-related info.*

When you select a single targeted cancer type such as Breast, the Type of Cancer will be recoded to the targeted cancer (Breast)

When you select a single non-targeted cancer OR more than one cancer, the Type of Cancer will be recoded to "Other/Multiple"

The non-targeted cancer types are as follows: Bladder, Endometrial, General, Liver, Ovarian, Testicular, and Thyroid



# Identify the Method of Education

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- **Form 1 –Methods (3 types)**
  - **Brief** - Display tables or health fairs
  - **Group** - Formal presentations, lecture
  - **Individual** - Person-based sessions (1:1; client intake; door-to-door)

# Methods of Education – Brief Interaction

**Brief Interaction: Short in duration; can occur with individuals or small groups; usually at a public event**

**Ex: Health fair, neighborhood and community events, medical center screening, company wellness day, exhibits/displays at a store**



Topic / Description: \* Third Annual Asian American Health Fair 2010

Method of Education: \* Brief Interaction

Place of Event: \* Frederick Community College

Category of Place of Event: Academic Inst.

(Other, specify)

**Tip: Form 1 data reported should NOT include occasions where written cancer program literature is distributed without staff having verbally engaged an individual or group**

# Methods of Education – Group Presentation

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**Group Presentation: Formal face-to-face educational presentation to a group of people, without respect to length of duration**

**Ex: Presentations to AARP groups, health care providers, senior citizens, Lions club**

Topic / Description: \*

Method of Education: \*

Place of Event: \*

Category of Place of Event:

*(Other, specify)*

# Methods of Education – Individual Session

**Individual Session:**  
Longer in duration,  
conducted face-to-face  
(can take place over the  
phone) allowing for two-  
way exchange with  
individuals

Ex: “One on one” sessions, door-  
to-door sessions, encounters at  
local health departments where  
detailed info is given

Topic / Description: \* Client Intake

Method of Education: \* Individual

Place of Event: \* Charles County Health Department

Category of Place of Event: Local Program

(Other, specify)

**Tip: Individual education sessions can collectively be stream-lined and documented on one form for a given day or week. Combined collection of 1:1 sessions is advised when the type of cancer, type of audience, and place of event are the same.**

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
 Cancer Prevention, Education, Screening, and Treatment Program

FDB Form 1. Education Sessions  
 Maryland Cancer Education and Outreach Activity

Main Menu Form View/Modify Add Form Insert Cancel

Program Use Only \* required fields

Jurisdiction: Carroll County Form 1 ID: (system generated)

Date of Session: 01/23/2007 (mm/dd/yyyy) Form 1 Local ID: 123456 (optional)

Education Information

Available	Selected
Bladder	Colorectal
Breast	
Cervical	
Endometrial	
General	

Specify Cancer: (Other, specify)

Type of Audience: Trainers or Educators

Duration of Session: (in minutes)

Number of Educators:

First Name of Lead Educator:

Last Name of Lead Educator:

Lead Educator Affiliation:

Category of Lead Educator's Affiliation: --Select--

Participant Information

Total Number of Participants Educated: 10

For General Public

Number of Male Participants:  Unknown

Number of Female Participants:  Unknown

Number of Low Income Participants:  Unknown

Number of Nonwhite Participants:  Unknown

Age Group: --Select--

For Colorectal Cancer Education Only: Outcome

Were participants offered FDBT/FIT? --Select--

If yes, number of kits given out:

Were participants offered opportunity to sign up for screening by FDBT/FIT, sigmoidoscopy, colonoscopy at a future date? --Select--

If yes, number who signed up at this event:

Questions/Comments

Questions asked by Participants:

Overall Comments/Suggestions:

For Local Program Use Only: Local Use Fields

Local Field 1:

Local Field 2:

Local Field 3:

Local Field 4:

Insert Cancel

**Type of Audience identifies to whom the education session/activity is primarily targeted; see next slide for more information**

**Type of Audience:** \* Trainers or Educators

**Duration of Session:**  (in minutes)

**Number of Educators:**

**First Name of Lead Educator:**

**Last Name of Lead Educator:**

**Lead Educator Affiliation:**

**Educator's Affiliation:** --Select--

(Other, specify)

**General Public:** Any audience for whom education is primarily intended to increase personal information or awareness

**Health Care Professionals:** Those who provide health care or health services

**Trainers or Educators:** Instructing the audience to conduct future CPEST sponsored education sessions/activities (volunteers, sub-vendors, health promoters)

**Tip: Separate forms and records should be collected and entered if the type of audience is different**



# Identify the Type of Audience

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- **Form 1 –Audience (3 types)**
  - **General Public**
  - **Health Care Professionals**
  - **Trainers or Educators**

# Identify the Audience

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Are you:

- Instructing people to get screened, increase awareness, etc.?

**General Public**

- Educating doctors, nurses, other health-related professionals?

**Health Care Professionals**

- Instructing people (e.g., ambassadors, volunteers) who conduct education on behalf of your program?

**Trainers or Educators**

**Duration of Session: Length of session time in minutes**

**Tip: Refer to total time for encounters/sessions: if you educate 5 individuals for 15 minutes each then you would put 75 minutes as the duration time**

**Name (First and Last) of Lead Educator is main person conducting session**

**Lead Educator's Affiliation: Name of the agency, business, association of the Lead Educator**

**Category of Lead Educator's Affiliation is a list of choices; should align with Lead Educator Affiliation**

**Type of Audience:** \* Trainers or Educators

**Number of Educators:**

**Duration of Session:**  (in minutes)

**First Name of Lead Educator:**

**Last Name of Lead Educator:**

**Lead Educator Affiliation:**

**Category of Lead Educator's Affiliation:**

*(Other, specify)*

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

EDB Form 1. Education Sessions  
Maryland Cancer Education and Outreach Activity

Specify Cancers: Available: Bladder, Breast, Cervical, Endometrial, General, Liver, Lung, Oral. Selected: Colorectal

Type of Cancer: Colorectal (system generated)

Duration of Session:  (in minutes) Number of Educators:

First Name of Lead Educator:  Last Name of Lead Educator:

Lead Educator Affiliation:

Category of Lead Educator's Affiliation:

*(Other, specify)*

For Local Program Use Only: Local Use Fields

Local Field 1:

Local Field 2:

Local Field 3:

Local Field 4:

Insert Cancel

**Total Number of Participants Educated is the number of persons who attended the session or received the verbal education**

**Tip: At large events such as health fairs, numbers reported should represent only those to whom spoken cancer program info was provided (not the total in attendance)**

**Number of Male, Female, Low Income, Minority Participants and Age Group reflects demographics; only applies when Audience is the General Public**

**For CRC Education Only: Outcome applies only when Type of Cancer is colorectal (is optional)**

Participant Information

Total Number of Participants Educated: \*

Public

Number of Male Participants:   Unknown

Number of Female Participants:   Unknown

Number of Low Income Participants:   Unknown

Number of Minorities Participants:   Unknown

Age Group:

For Colorectal Cancer Education Only: Outcome

Were participants offered FOBT/FIT?

If yes, number of kits given out:

Were participants offered opportunity to sign up for screening by FOBT/FIT, sigmoidoscopy, colonoscopy at a future date?

If yes, number who signed up at this event:

Questions/Comments

Questions asked by Participants:

Local Field 1:

Local Field 2:

Local Field 3:

Local Field 4:

**Questions asked by participants documents questions raised during the session**

**Overall Comments/Suggestions are comments made by either the audience/recipients of the educational session/activity or those involved in the promotion/administration of event can be included**

**Local Program Use Fields; see next slide for more information**

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program  
EDB Form 1. Education Sessions  
Maryland Cancer Education and Outreach Activity

Main Menu Form 1 View/Modify Add Form Insert Cancel

Program Use Only \* required fields

Jurisdiction:  Form 1 ID: (system generated)

Date of Session:  (mm/dd/yyyy) Form 1 Local ID:  (optional)

Education Information

Category of Place of Event:

Type of Audience:

Local Field 2:

Local Field 3:

Local Field 4:

Insert Cancel

Comments/Suggestions

Questions asked by Participants:

Overall Comments/Suggestions:

Program Use Only: Local Use Fields

Local Field 1:

Local Field 2:

Local Field 3:

Local Field 4:

Insert Cancel

Questions/Comments

Questions asked by Participants:

Overall Comments/Suggestions:

For Local Program Use Only: Local Use Fields

Local Field 1:

Local Field 2:

Local Field 3:

Local Field 4:

Insert Cancel

**Local Use Fields are extra fields for information not captured elsewhere on the form; intended for local use only and is optional**

**Tip: One should assign one variable per local field and keep the variable name consistent from record to record**

If yes, number who signed up at this event:

Questions/Comments

Questions asked by Participants:

Overall Comments/Suggestions:

For Local Program Use Only: Local Use Fields

Local Field 1:

Local Field 2:

Local Field 3:

Local Field 4:

Insert Cancel

**To save the information (record) in the database, click Insert**

**Tip: Data is validated before being saved to the database; you may receive an error message if data is not complete**

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control

Cancer Prevention, Education, Screening, and Treatment Program

EDB Form 1. Education Sessions  
Maryland Cancer Education and Outreach Activity

Main Menu Form 1 View/Modify

You have just entered a record:

Form 1 ID: 26914  
Local ID: 123456  
Date Created: 01/23/2007 09:24:31  
User: eric

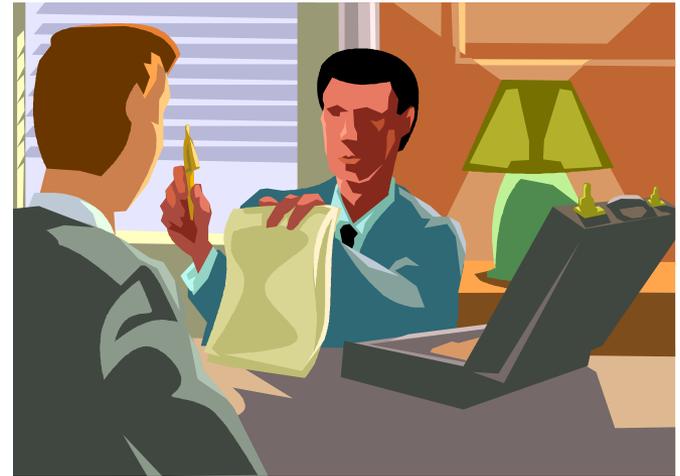
Add New Form 1 Record

**A confirmation page will appear to show the record has been inserted into the form; this provides the EDB Form ID number for noting on the hard copy form**

---

We have been using  
Form 1 as an example

Now we will go through  
Forms 2- 4, stating only  
the differences



# Form 2: Media/Resource Activity Implemented

Form 2 ID is a unique numeric variable that is generated by the system that identifies the educational activity implemented

Type of Activity/Resource Implemented is a list of activities conducted by the local program that reflects examples of education/outreach

### Select from:

- Aired PSA, press release (radio, TV)
- Conducted media interview
- Displayed billboard, bulletin, table display, marquee, sign, etc.
- Distributed brochure, flyer, poster, information sheet, post card, insert, etc.
- Distributed resource directory, material
- Distributed video, CD, DVD, audio, other audiovisual
- Mailed information
- Posted Web site information and 'hits' made
- Published ad, article, journal, newsletter, etc. (print media)
- Other, and Specify

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

EDB Form 2: Media/Resource Activity Implemented

Main Menu Form 2 View/Modify Add Form Help? Insert Cancel

Program Use Only \* required fields

Jurisdiction: \* Wicomico County Form 2 ID: (system generated)

Date of Activity: \* 01/23/2007 (mm/dd/yyyy) Form 2 Local ID: 123456 (optional)

Activity Information

Specify Cancer:	Available	Selected
	Bladder	Breast
	Cervical	Colorectal
	Endometrial	
	General	
	Liver	
	Lung	
	Oral	
	Ovarian	

Type of Cancer: Other/Multiple (system generated)

General cancer deals with topics more general in nature, non-specific, or prevention- or cancer-related info.

Topic/Description: \* Cancer Awareness

Type of Activity/Resource Implemented: \* Distributed resource directory, material

Place of Activity: \* Central Hospital

Category of Place of Activity: --Select--

Type of Audience: \* Trainers or Educators

Length of Time to Implement Activity: (in minutes)

Lead Educator First Name:

Lead Educator Last Name:

Lead Educator Affiliation:

Category of Lead Educator's Affiliation: --Select--

Insert Cancel

# Form 3: Item Developed

Form 3 ID is a unique numeric variable that is generated by the system that identifies the educational item developed by your program

Date Developed is the date of development of the resource item was completed

Type of Item/Material Developed is a list of resources developed by the CPEST program to provide cancer education/outreach

## Select from:

Ad, article, journal, newsletter, etc.  
 Billboard, display, poster, marquee, sign, etc.  
 Brochure, flyer, postcard, insert, etc.  
 Letter, form, correspondence  
 PowerPoint presentation  
 Novelty, trinket, etc.  
 PSA, press release (radio, TV)  
 Resource directory, material  
 Video, CD, DVD, audio or other AV  
 Web site information  
 Other, and Specify

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
 Cancer Prevention, Education, Screening, and Treatment Program

EDB Form 3. Media/Resource Materials Developed  
 Maryland Cancer Education and Outreach Activity

Help? Insert Cancel

Main Menu Form 3 View/Modify Add Form

Program Use Only \* required fields

Jurisdiction: \* Talbot County Form 3 ID: (system generated)

Date Developed: \* 01/23/2007 (mm/dd/yyyy) Form 3 Local ID: 123456 (optional)

Materials Developed Information

Specify Cancer: *	Available	Selected
	Bladder	General
	Breast	
	Cervical	
	Colorectal	
	Endometrial	
	Liver	
	Lung	
	Oral	
Type of Cancer: *	Other/Multiple (system generated)	

General cancer deals with topics more general in nature, non-specific, or prevention- or cancer-related info.

Type of Item/Material Developed: \* PowerPoint presentation  
 (other, specify)

Is Type of Item/Material Developed in Use?: Yes

Type of Audience: \* Health Care Professionals

Brief description of Item: \* Cancer Screening

Primary Message: \* Good Screening Pointers

Language of Material: \* English  
 (other, specify)

Are other programs allowed to copy item? \* Yes

List any special copyrights or restrictions on use by other programs:

Last Name: \* Smith

Affiliation: \* Central Hospital

Comments Other Information:

Insert Cancel

# Form 3: Cont.

Brief Description of Item is a text field in which the item is described (such as the topic of the video or name of the brochure)

Primary Message is a text field about the contents and what the info says (main message)

Are other programs allowed to copy the item? indicates if the item can be shared

List any special copyrights or restrictions allows you to state specific sharing instructions

Contact person captures the name, affiliation, telephone number, and email for person who can be contacted about the activity/resource

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

EDB Form 3. Media/Resource Materials Developed  
Maryland Cancer Education and Outreach Activity

Help?    Insert    Cancel

Main Menu    Form 3 View/Modify    Add Form

**Program Use Only**    \* required fields

Jurisdiction: Talbot County    Form 3 ID: (system generated)

Date Developed: 01/23/2007 (mm/dd/yyyy)    Form 3 Local ID: 123456 (optional)

**Materials Developed Information**

Specify Cancer:	Available	Selected
	Bladder Breast Cervical Colorectal Endometrial Liver Lung Oral	General

Type of Cancer: Other/Multiple (system generated)

*General cancer deals with topics more general in nature, non-specific, or prevention- or cancer-related info.*

Type of Item/Material Developed: PowerPoint presentation

(other, specify)

Is Type of Item/Material Developed in Use?: Yes

Type of Audience: Health Care Professionals

Brief description of Item: Cancer Screening

Primary Message: Good Screening Pointers

Language of Material: English

(other, specify)

Are other programs allowed to copy item?: Yes

List any special copyrights or restrictions on use by other programs:

**Contact Information**

First Name: Sally    Last Name: Smith

Telephone:    Affiliation: Central Hospital

E-mail Address:

**Other Information/Comments**

Other Information:

Insert    Cancel

# Form 4: Optional Administrative Activity

Form 4 ID is a unique numeric variable that is generated by the system that identifies the educational outreach activity

Type of Activity provides detailed information about the activity

Category of Type of Activity is a drop down field based on categories of activities

## Select from:

Distribution of FOBT kits to health care providers  
Outreach (administrative)  
Professional development  
Promotion of presentation or education session  
Recruitment of trainers, volunteers or other persons delivering educational messages  
Other, and specify

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

EDB Form 4. Other Related Education or Outreach Activity  
(FOR LOCAL USE-Optional for Administrative Activity)  
Maryland Cancer Education and Outreach Activity

Help?

Main Menu Form 4 View/Modify **Add Form**

**Program Use Only** \* required fields

Jurisdiction: \* Howard County  Form 4 ID: (system generated)

Date of Session: 01/23/2007 (mm/dd/yyyy) Form 4 Local ID: 123456 (optional)

**Other Education/Outreach Information**

	Available	Selected
Specify Cancer:*	Bladder Cervical Colorectal Endometrial General Liver Lung Oral	Breast

Type of Cancer: Breast (system generated)

*General cancer deals with topics more general in nature, non-specific, or prevention- or cancer-related info.*

Type of Activity: \* Outreach Clinic (describe)

Category of Type of Activity: Outreach (administrative)

Place of Activity:

Category of Place of Event: --Select--

ence: --Select--

ivity: (in minutes)

ame:

ame:

tion:

tion: --Select--

ched: (if applicable)

Comments:



# Some Special Notes

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- One event or activity may be recorded on more than one form, such as Form 1 and Form 2
- An individual may be educated more than once in Form 1, such as with a brief encounter and then as an individual encounter
- If an education session is conducted and materials are disseminated at the session, the education session should be entered on Form 1 only, as distribution of material is part of the education session

# Some Special Notes

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- PLEASE reserve Form 1 for recording activities in which there was an actual education encounter between staff and persons educated.
  - You should not record the total number of people who *attended* a health fair. When attendance is large, create separate counts for the number educated (Form 1) and number targeted/reached (Form 2).
  - Education sessions or outreach activities that involve re-education with distribution of materials describing clinical issues (e.g., recall, initial interviews) can be entered in Form 1.
  - On-going case management should not be entered in Form 1.



# Advanced Features of the EDB

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Advanced Features of the EDB on the Main Menu include:

Reports

Download Data

Administrative (for Admin users only)

# Advanced Feature: Reports

Report Menu opens the reports page which shows all the reports that are available in the database



# Choosing a Report

Click the report  
you wish to  
view

## Cancer Education Database (EDB) Reports

[Main Menu](#)

### Form 1 Reports

- [F1/L1 - List of Education Sessions](#)
- [F1/L2 - Education Sessions \(Number Educated\) by Type of Audience and Type of Cancer](#)
- [F1/L3 - List of Education Sessions by Lead Educator Affiliation](#)
- [F1/L4 - Cancer-based Education Sessions \(Number Educated\) by Fiscal Year and Type of Audience](#)
- [F1/L5 - List of Grouped Education Sessions by Type of Cancer, Type of Audience, and Method of Education](#)
- [F1/L6 - Education Sessions \(Number Educated\) by Demographics](#)
- [F1/L7 - Cancer-based Education Sessions \(Number Educated\) by Demographics](#)
- [F1/S1 - Education Sessions \(Number Educated\) by Jurisdiction and Type of Cancer](#)
- [F1/S2 - Cancer-based Education Sessions \(Number Educated\) by Jurisdiction and Specific Cancer](#)

### Form 2 Reports

- [F2/L1 - List of Activities Implemented](#)
- [F2/L2 - Activities Implemented \(Number Targeted/Reached\) by Type of Audience and Type of Cancer](#)
- [F2/L3 - List of Education Activities Implemented by Lead Educator Affiliation](#)
- [F2/L4 - Cancer-based Activities Implemented \(Number Targeted/Reached\) by Fiscal Year and Type of Audience](#)
- [F2/L5 - Activities Implemented \(Number Targeted/Reached\) by Fiscal Year and Type of Activity](#)
- [F2/L6 - Cancer-based Activities Implemented \(Number Targeted/Reached\) by Fiscal Year and Type of Activity](#)
- [F2/S1 - Activities Implemented \(Number Targeted/Reached\) by Jurisdiction and Type of Cancer](#)
- [F2/S2 - Cancer-based Activities Implemented \(Number Targeted/Reached\) by Jurisdiction and Specific Cancer](#)

### Form 3 Reports

- [F3/L1 - List of Education Items/Resource Materials Developed](#)
- [F3/S1 - Statewide Resource Directory - List of Education Items/Resources Materials Developed by Type of Cancer, Type of Audience and Language](#)

### Form 4 Reports

- [F4/L1 - List of Other Education/Outreach Activities](#)

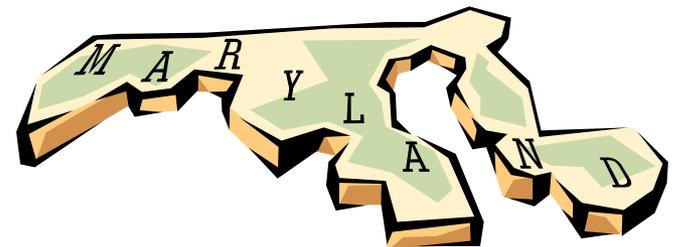
[Main Menu](#)

# Report Naming Convention

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- The first letter/number combination (F#) indicates the form data used for the report
- For example, a report that begins with F1 will contain data for Form 1
- The second letter/number combination (L# or S#) indicates whether “Local” or “Statewide,” and the sequence order of the report
  - F1/L1: Form 1 report; local data
  - F2/S2: Form 2 report; statewide data

F=Form  
number  
L=Local data  
S=Statewide  
data



# Types of Reports

---

Two Types Based on Cancer Re-coding:

- Session-based Reports
  - Counts people once per targeted cancer
  - Other/Multiple cancer sessions are used
- Cancer-based Reports
  - Counts people more than once, based on all cancers from the 'Selected' list

Example:

- If 100 people educated about Colorectal AND Oral Cancer in one session:
  - Session report: 100 people educated
  - Cancer-based report:
    - 100 people educated about CRC
    - 100 people educated about Oral Cancer

# Running Reports

Each report includes a criteria (parameter) page that allows you to filter or select the information that appears on the report

F1/L2 - Education Sessions (Number Educated) by Type of Audience and Type of Cancer

Select the criteria for the report and click Generate

Jurisdiction:

Start Date:

End Date:

Report Type:  PDF  Excel

If you choose the **Report Type: Excel** and then **Generate** the report, the data will appear as a chart in your Internet browser. Save the file (File, Save As) immediately to a protected folder on your computer. Start Excel, and then Open the file in Excel to work with the data.

Select the report type/output format, pdf (Adobe Reader) or Excel (Microsoft Excel)

Click Generate to create the selected report

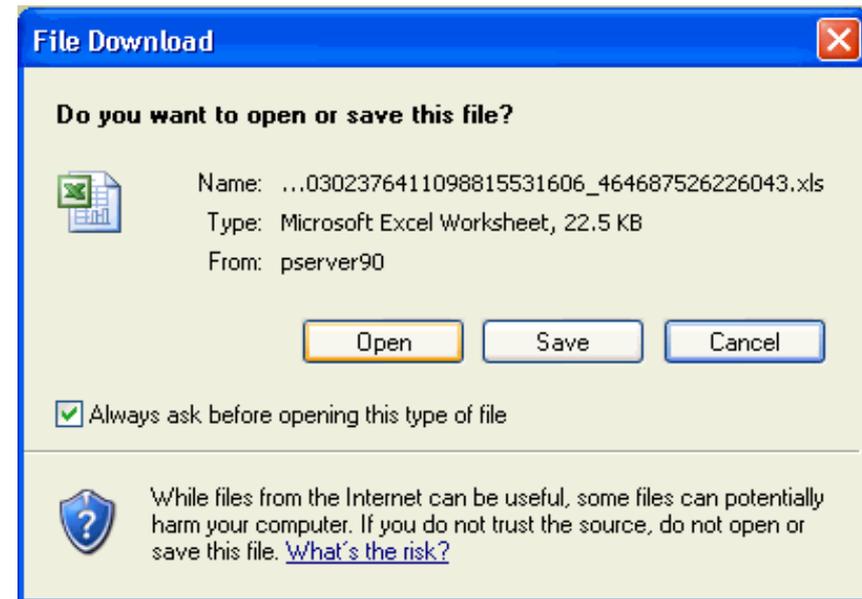
Tip: Remember to change Report Type depending on whether you want PDF or Excel file

# Saving the Report

You can choose the type of format for your report: PDF or Microsoft Excel.

If the report type selected is PDF, the report will open in a new window which can be viewed or saved as a PDF file.

If the report type selected is Excel, the EDB system will display the dialogue box to the right. The report will open into your Internet browser, and then can be saved as an Excel file for further analysis



Tip: Once saved into Excel, you may sort the data and perform other analyses in Excel or Microsoft Access

# Advanced Feature: Download

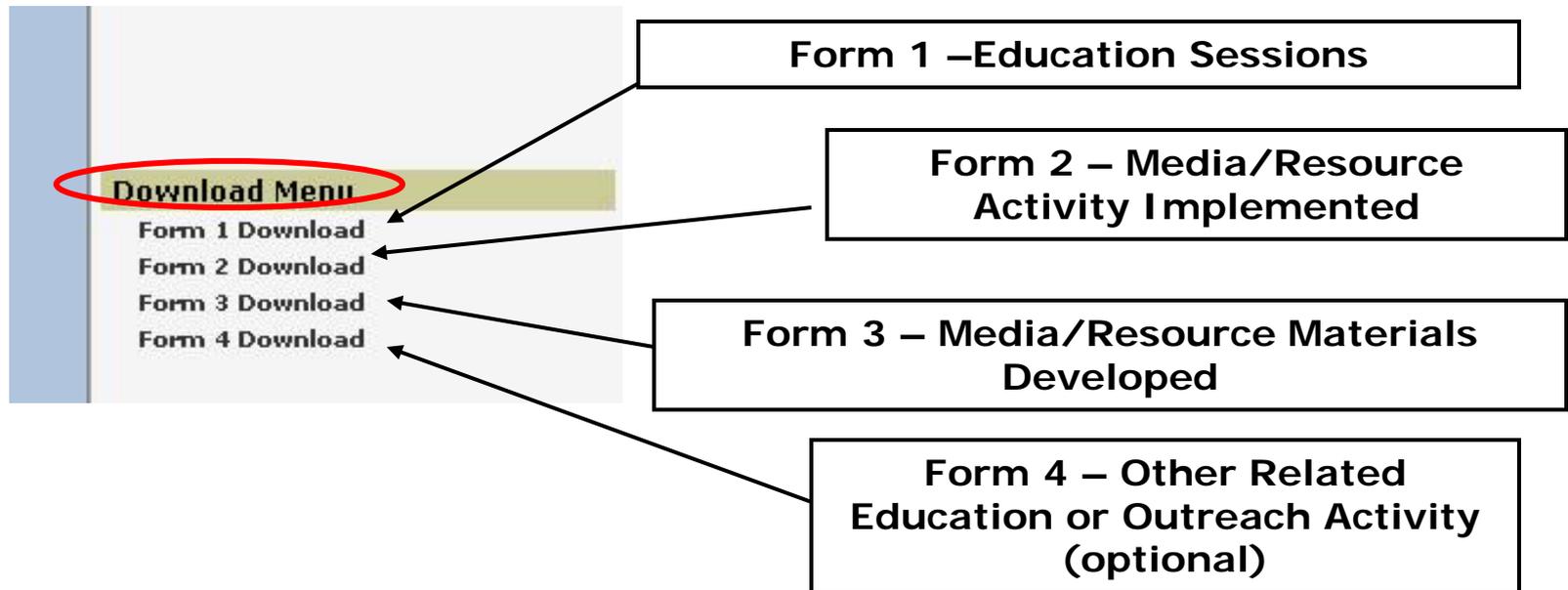
---

- Allows you to download all of your data to your computer



# Advanced Feature: Download

There is a download link for each form.  
Download gives you access to all of your data.



# Downloading Data – Form 1

Jurisdiction is automatically assigned for the local user

Enter Start (from) and end date (to) for date range of data requested

Maryland Department of Health and Mental Hygiene, Center for Cancer Surveillance and Control  
Cancer Prevention, Education, Screening, and Treatment Program

EDB Form 1: Education Sessions (Download)

Main Menu Help?

Jurisdiction: -- ALL --

Date of Session:(from)  (mm/dd/yyyy)      Date of Session:(to)  (mm/dd/yyyy)

Type of Audience: -- ALL --      Type of Cancer: -- ALL --

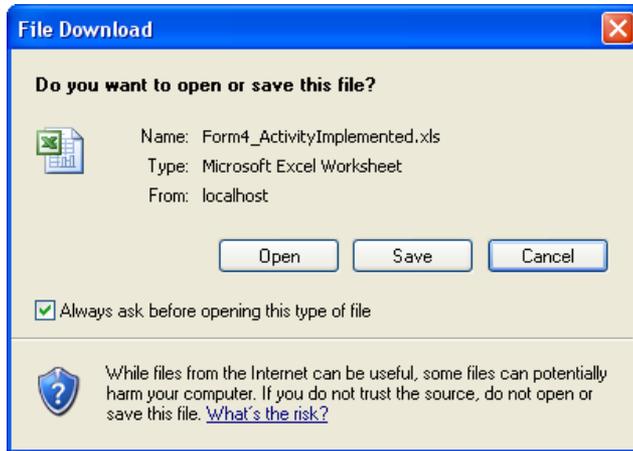
Method of Education: -- ALL --

**Download to Excel Spreadsheet**      Cancel

Select Type of Audience, Type of Cancer, and Method of Education

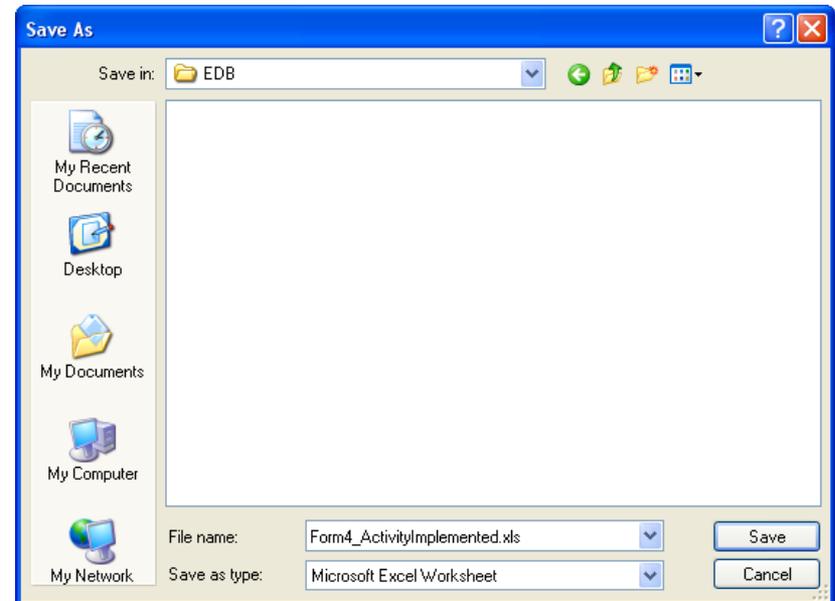
Click Download to Excel Spreadsheet to generate data

# Saving the Downloaded Data



The web browser will prompt you to Save or Open the data file. Click the "Save" button.

The web browser will ask where the file should be saved. Choose a directory on the computer, enter a file name, and click the "Save" button.



# Saving the Downloaded Data

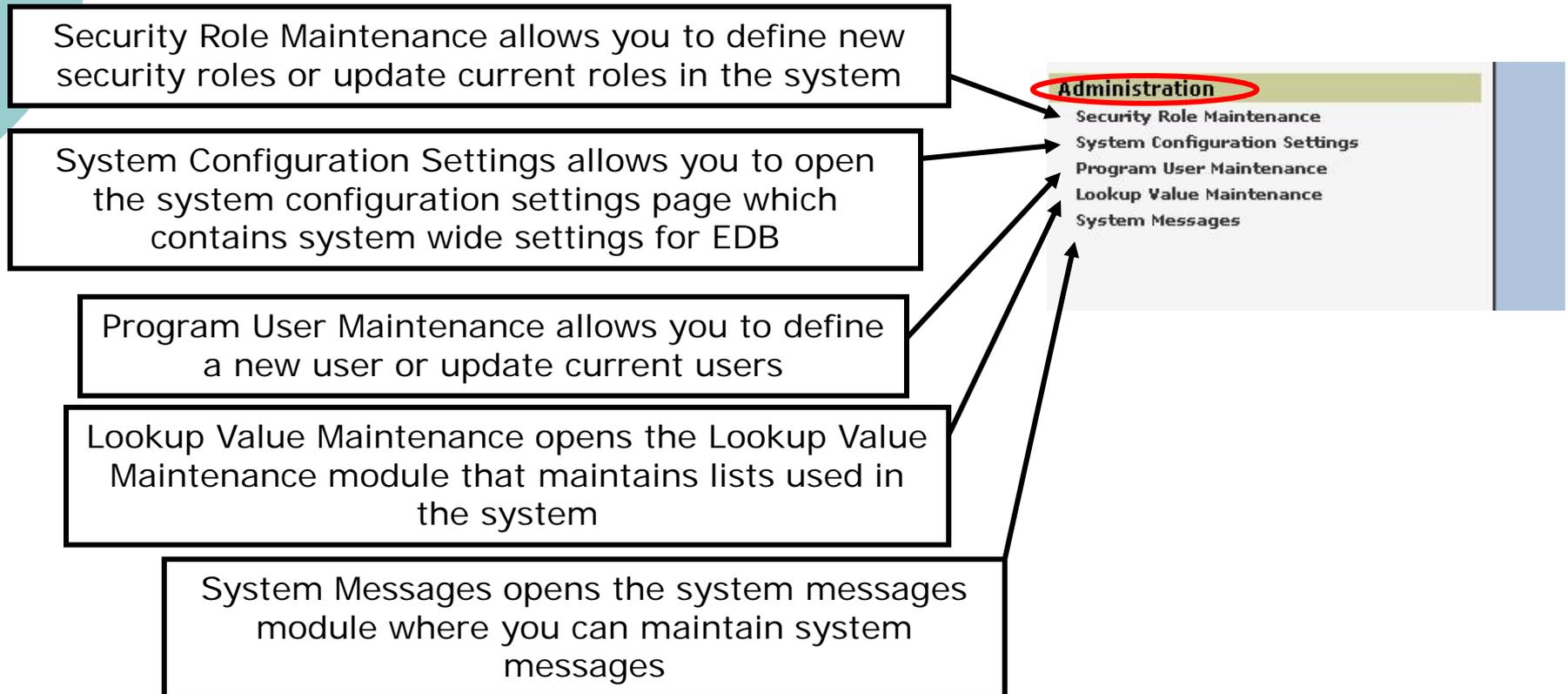
If you chose to Open the file instead of Save, click "File" on the menu bar, then choose "Save As..."; the "Save As" Window appears

Choose "Microsoft Office Excel Workbook" as the "Save as type" and enter a name for the file in the "File name" box. Click "Save" to save the file.

The screenshot shows a Microsoft Internet Explorer browser window displaying a table of data. The table has columns for Form 4 ID, Local ID, Jurisdiction, Activity Date, Specify Cancer, Type of Cancer, and Topic/Description. A 'Save As' dialog box is open over the table, showing the file name 'Form4\_ActivityImplemented.xls' and the save type 'Microsoft Office Excel Workbook (\*.xls)'. The dialog box also shows the 'Save in' location as 'EDB' and the 'File name' box containing 'Form4\_ActivityImplemented.xls'. The 'Save as type' dropdown is set to 'Microsoft Office Excel Workbook (\*.xls)'. The 'Save' button is highlighted.

Form 4 ID	Local ID	Jurisdiction	Activity Date	Specify Cancer	Type of Cancer	Topic/Description
186		Balt				
187		Balt				
188	6	Dor				
189		Balt				
190		Balt				
191		Balt				
192		Balt				
193		Balt				
194		Balt				
195		Balt				
196	F4LH1601	Mor				
197	F4LH1602	Mor				
198	JH-00293	Balt				
199	JH-00294	Balt				
200	JH-00295	Balt				
206		Balt				
207	F4CASA603	Mor				
208		Balt				
209		Balt				
210		Balt				
211		Balt City-UMMS	5/3/2006			
212		Balt City-UMMS	4/28/2006			
213		Balt City-UMMS	4/25/2006			
214		Balt City-UMMS	4/27/2006	Breast,Cervical	Other/Multiple	Living and Loving Life Support G
215		Balt City-UMMS	4/18/2006	Breast,Cervical	Other/Multiple	Community benefits Mtg.

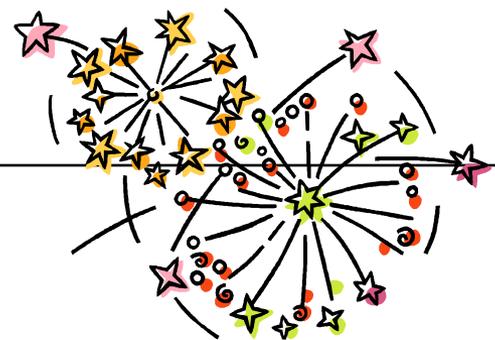
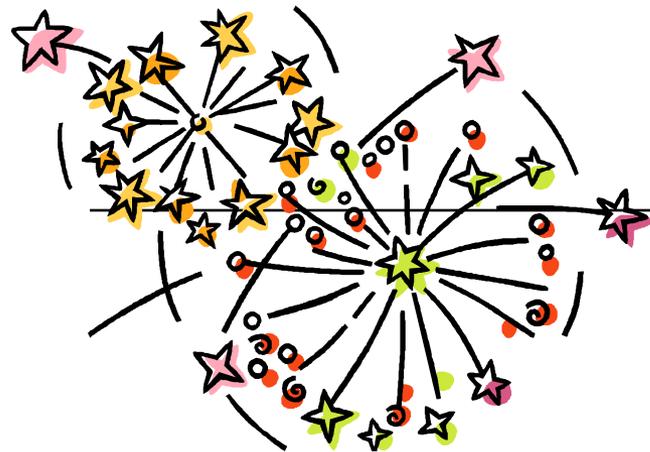
# Advanced Feature – Administration (for Admin users only)





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For additional information,  
refer to EDB Guidelines and  
User Guide (in the Help  
Menu), or contact  
[dhmh.edbhelp@maryland.gov](mailto:dhmh.edbhelp@maryland.gov)



# THE END

[Please click here for certificate](#)

