

# How to Enter the NPHPSP Assessment Responses

1. Go to [www.NPHPSP-results.org](http://www.NPHPSP-results.org). Click [Take Survey](#). Check that your computer meets system requirements.
2. Survey instructions should come up on your screen. Print the instructions and close. Click on the [Begin Survey](#) link.
3. Enter **survey** number and password. Click Submit.

Survey Tool	Survey Number	Survey Password
Local	780	780
State	790	790
Governance	820	820

4. Enter your assigned User ID. Choose and enter your own password the first time you log in. Click Submit.
5. Use the drop-down menu (*pictured at right*) to select the section for which you wish to enter data. You may enter sections in any order. Enter responses as follows:

#### All sections:

- Save frequently to avoid your session timing out.
- You have 20 minutes to save. Each time you save, you will have 20 additional minutes to enter information before the system times out.
- If you do not save within 20 minutes, the system will automatically log you out. Your answers will not be lost.
- You can log back in at any time by clicking on the *Log in* link on the left navigation menu. A pop up window will appear for you to enter your log in information.
- After saving your responses, you must wait until the system returns to the "Section Selection" screen before proceeding. Please be patient; it takes a few moments.

#### Essential Public Health Services 1-10 sections:

- Keep a hard copy of responses in front of you, which you transfer to the online system.
- Note: validation of your responses (i.e., when the system checks for missed questions) is only performed when you press the Fully Submit button.

#### Demographics and Evaluation sections:

- Enter a response for each question.
- Validation is performed whenever you save.

6. Once you have completed all sections, click [Survey Fully Completed](#) so the system can validate your responses.
  - Carefully review any error messages.
  - Correct or complete responses as needed.
7. Click [Final Submit](#) to begin generating a report of results. You can download your report files the same day.

#### SYSTEM REQUIREMENTS

- Pop up blocker must be turned OFF.
- Operating System: Windows 98/2K/XP.
- Browsers (versions): Netscape 7.0 and above, Internet Explorer 5.5 and above, or Firefox 1.0 and above.
- Acrobat Reader: Version 5.0 and above.

#### IMPORTANT!

- Do not use Back or Forward browser buttons.
- Save frequently (every 5-10 minutes).

**Tip!** When choosing a password, use a combination of numbers and letters. Passwords are case sensitive.

Demographics

*Section drop-down menu*

#### WARNING!

- After 18 minutes have expired, a warning message will pop up.
- If your pop-up blocker is on, this warning may not display and you may not know that you have gone beyond the time limit. As such, you may be logged out and not know it. Any information you enter into the screen after the system has logged you out will not be saved.

#### Entering Data for Sub-Questions:

- If your response to a question is NO and there are sub-questions, do **NOT** enter responses for any sub-questions.
- If your response to a question is Yes, High Partial or Low Partial, responses are required for each sub question.

**Tip!** Keep hard copies of your responses handy so you can correct any missed or improperly entered questions.

#### Download Your Report Files:

- Visit [www.NPHPSP-results.org](http://www.NPHPSP-results.org).
- Click "View Reports."
- Enter the survey number and password.
- Enter your User ID and password.
- You will see a screen with options to download a report narrative, charts and graphs, spreadsheets, and raw data.

**Need help?**

**Help Desk—NPHPSP Online Data System:**  
NPHPSP-support@phf.org  
202-218-4411