

EIM Help – Environmental Assessment Program’s Long-Term Monitoring Studies

Version 2.0
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Data for the Environmental Assessment Program’s (EAP) long-term monitoring studies is entered into EIM at various intervals depending on individual project needs. In order to indicate to the data user which data has been reviewed for data entry completeness and accuracy, and which has not been reviewed, the EIM Data Entry Review Status field is used.

The EIM **Data Entry Review Status** field indicates whether or not data has gone through a documented data entry review process. EAP’s review process is described in [EAP’s EIM Data Entry Review Procedure](#) and [Data Entry Review Completion Checklist](#) (Links section below describes where to find them). The Data Entry Review Status is an EIM system required field with permitted values of “Reviewed” and “Not Reviewed”. Because this field is applied to an entire study, data for long-term studies that has been through the data entry review process **must be housed in a separate study** from the data that’s in the process of being entered and has not yet been reviewed.

Procedure

You need to enter two studies into EIM. The **Main Study** contains the data that has been through the Data Entry Review process. The **Transitional Study** contains the data that is in the process of being entered and has not yet gone through the Data Entry Review process. Enter the Study Level details for the Main and Transitional studies as shown in the table below. The rest of the Study Level entries will be the same for both studies, with the exception of the Study QA Assessment Level which may be different.

Enter your data into the Transitional study. After data entry has been completed, follow the review process described in EAP’s Data Entry Review Procedure and Checklist (Links section below).

After the Transitional study’s data entry and review has been completed, **contact Rachael Erickson (EIM admin.) and request the data housed in the Transitional study be moved to the Main Study then deleted from the Transitional study.**

EIM Field	Main Study	Transitional Study
Study ID*	<i>i.e. EPABEACH</i>	<i>i.e. EPABEACH-2</i>
Study Name* At the end of each of your Study Names, reference the other study in parentheses.	<i>EPABEACH (Transitional data that has not yet been through a documented Data Entry Review process can be found in EIM Study ID “EPABEACH-2”.</i>	<i>EPABEACH-2 (This is transitional data that has not yet been through a documented Data Entry Review process, all previous data for this study that has been reviewed can be found in EIM Study ID “ EPABEACH”.</i>
Data Entry Review Status	<i>Reviewed</i>	<i>Not Reviewed</i>

* See the [Naming Studies](#) EIM Help Document for suggestions on creating your *Study ID* and *Study Name*. Use the same format for the Transitional study as you used for the Main study but also include a designation at the end of the *Study ID* and *Study Name* to differentiate it from the Main study (i.e. add a letter, number, or roman numeral). For the example above, “EPABEACH” is the Main study and “EPABEACH-2” is the Transitional study.

Links

EAP's **EIM Data Entry Review Procedure** and **Data Entry Review Completion Checklist** are available in [Activity Tracker](#) under Monthly Reporting/Reports and also on the [EIM Focused Help Documents](#) webpage. If you print the checklist in Activity Tracker, it will auto-fill the EIM details (EIM Study Name, ID, due dates, etc).

[EIM Homepage](#)

[EIM Focused Help Documents](#)

Contact [EAP's EIM Data Coordinator](#), Carolyn Lee, if you have any EIM data entry or review questions.

Revision History

Revision Date	Revision No.	Summary of Changes	Reviser(s)
9/27/07	1.0	Original Document	CL
2/1/10	1.1	Updated Column Headings	TR
4/25/13	1.2	Updated Column Headings	CL
8/1/13	2.0	Updated with System Revisions	CL