



All Faiths Food Bank

DATA ENTRY FORMATTING GUIDELINE BASICS

OVERVIEW

Data is to be captured for clients visiting your food pantry.

Data is to be entered live, when the client is with you, to avoid errors and missing data. Client ID is not required. “Anonymous” clients are a last resort in Link2Feed.

There are several fields that include options such as “didn’t ask” and “prefer not to answer”. Please make every effort to obtain all information and use these options rarely. Missing information degrades the quality of our data and our ability to generate accurate, meaningful reporting and statistics.

All data must be entered in normal format of Upper Case capitalization followed by lower case. Do not use ALL CAPS, or all lower case.

1. CLIENT NAMES

Client Names as entered in Link2Feed consist of first name and last name only.

- Always capitalize both the first and last name.
- The only punctuation allowed in names are apostrophes or hyphens. Be cautious not to put in a space before or after an apostrophe or hyphen.

I.e.: O’Keefe

Barrett-Browning

Hyphenated last names should be entered in their entirety in the Last Name field.

- The name fields should not include any other information. (No year of birth, no suffixes such as Jr. or Sr., no middle names, or initials.)

- Correct spelling of names is essential. Names should be entered as they appear on the client's identification.
- Do not use shortforms for first names.
i.e.: Mike enter as Michael Jim enter as James
Dave enter as David Joe enter as Joseph
Angie enter as Angela Bill enter as William
- Searching for names must follow the same format.
- For Last names that have a prefix – such as “McDonald” – take care to spell the prefix correctly. I.e: McDonald versus MacDonald
- For Last names with specific formatting or spaces, enter the name with the correct punctuation, but with NO spaces.
i.e.: De La Rosa enter as DeLaRosa
Van Schyndel enter as VanSchyndel

2. ADDRESSES

Addresses in Link2Feed have five (5) components: Address1, Address2, City, State, Zip Code. Address 2 will rarely be used. Place Apartment #, Suite, Lot # and Building Numbers in Address 2.

If the client is homeless, click the No Fixed Address box and select one of the following under Housing: Unhoused, Youth Home/Shelter, or Emergency Shelter.

Post Office Box numbers, “General Delivery” and Street names without a street number are not acceptable.

Link2Feed will automatically provide address information in most cases, based on complete or abbreviated address information entered. For this reason, and to avoid issues with inaccurate or duplicate information, select the correct address provided in the L2F drop-down box. L2F will then fill in all the remaining fields for the address.

- We request that apartment numbers, unit numbers, and details such as “Upper”, “Rear”, “2nd Floor”, etc. in the Address 2 line. (See examples below.)

- Put a single space between the unit/suite/apt number and the street number (as shown below)

- Apartment and unit numbers should be formatted as follows.

Correct Format

A:

101 Main Street

Apt 12

B:

101 Main Street

12

(if the pound sign is used there must be a space between the secondary number)

Common Designators

APARTMENT	APT
BUILDING	BLDG
MOBILE HOME	LOT
FLOOR	FL
SUITE	STE
UNIT	UNIT
ROOM	RM
DEPARTMENT	DEPT

- Numbered street names are to be abbreviated as follows using the number and the appropriate suffix.

i.e.: First Avenue - Enter as: 1st Avenue

Twenty Second Street - Enter as: 22nd Street

- Do not abbreviate city names.

- Postal codes are required for all addresses, as postal codes provide important statistical information. In the majority of cases, Link2Feed will automatically provide the postal code based on complete, unabbreviated address information. In the event that the program is unable to determine the postal code, please first ensure your address information is accurate and complete. You should then check the client Identification as most ID's with an address will include a postal code
- **DETAIL INFORMATION (Email, Phone Number, Date of Birth, Gender, etc.):**
 - Email addresses are not mandatory but can be recorded if provided.
 - Phone Numbers are not mandatory but can be recorded if provided. Enter the entire phone number including area code with no brackets or dashes. The program will insert the dashes when you move to the next field.
 - Date of Birth – Accurate birthdates are required and key to our ability to generate accurate information regarding the ages of the people we serve. Birthdate is formatted as MONTH/DAY/YEAR. Example: January 14, 2014 = 01/14/2014. Select the correct birthdate using the calendar icon to the right of the field. If you prefer to type the birthdate, please type it in the correct format and insert the “/” between each segment. Age will then be automatically calculated based on the date of birth you enter.
 - Gender Identity – choose male, female, transgender, none of these. “Prefer Not to Answer” may be selected if the client doesn’t wish to disclose their gender. “Didn’t Ask” should be rarely, if ever selected.

3. **IDENTIFICATION**

Client Identification is NOT required. From a database perspective, IDs help ensure proper spelling of names, birthdate information, etc., and ensure the name and address information provided by a client is the same at every food bank. When ID is presented existing client information can be easily verified, but WE DO NOT ask for IDs

4. **SPOUSE/PARTNER AND DEPENDENTS**

Please follow the same guidelines for completing spousal/partner and dependent information.

- You must enter all household member details at the time of client intake.
- Accurate birthdates for each family member are required and key to our ability to generate accurate information regarding the ages of the people we serve. If an estimate is the only option than, designate January 1 of the approximate year and select the estimated birthdate box.

5. **INCOME AND EXPENSES:**

Link2Feed includes fields for the client's income as well as the live-in spouse/partner, and any additional income coming into the household. Please ensure you capture ALL INCOME types and amounts. The total household income from all sources is vital statistical information.