



# Entering Monthly Data

How to Access Monthly Data Collection (Forms)

Surveys  
(Forms)  
Available on  
RDP

Pathways to Recovery

Participant Survey

Peer Service Outcomes

Monthly Data Collection Form



Welcome, **Fawn Montanye** to the RCO Portal !

If you have any questions regarding the Recovery Data Platform please do not hesitate to reach out.

Welcome, Fawn Montanye

[My Profile](#) | [Logout](#)

Advanced Search

survey data

Go

Activity

• [Activity Log](#)



Submit a ticket



Access our training

▼ Morning Calls Pending: 0

From the Home Screen, type "Survey Data" under 'Advanced Search' in the search box and select 'Go' button.

If you see binoculars,



mouse over area to show search box.



Welcome, **Fawn Montanye** to the RCO Portal !

If you have any questions regarding the Recovery Data Platform please do not hesitate to reach out.

Welcome, Fawn Montanye

[My Profile](#) | [Logout](#)

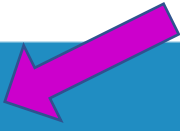
Advanced Search



Activity

- [Activity Log](#)

## Participant Survey Data



[« Back to List: Participants](#)

### Participant Detail

[Edit](#)

Name	Survey Data	
First Name	Survey	B
Middle Name		Bir
Last Name	Data	E
Alias/Nickname		B
Program	<a href="#">VRN Surveys</a>	Social S
Length of Engagement (Months)	5	
Status		
Assigned Peer		
Who referred you?		
Reason(s) for Referral		
Reason for Discharge		
Reason for Discharge (Other)		

### ▼ Contact

Facility	
Street Address	TEST
City	TEST
State	TEST
Country	

After clicking 'Go', you will see this screen.

Scroll down to 'New Form'

Emergency Contacts

New Emergency Contact

No records to display

Forms

New Form



Action	Form Name	Form Type	Last Modified Date
<a href="#">Edit</a>	<a href="#">Form-15982</a>	Participant Survey	8/20/2019
<a href="#">Edit</a>	<a href="#">Form-15979</a>	Participant Survey	8/20/2019
<a href="#">Edit</a>	<a href="#">Form-15976</a>	Participant Survey	8/20/2019
<a href="#">Edit</a>	<a href="#">Form-15969</a>	Participant Survey	8/20/2019
<a href="#">Edit</a>	<a href="#">Form-15967</a>	Participant Survey	8/20/2019

[Show 5 more »](#) | [Go to list \(50+\) »](#)

Click on  
'New Form'

Intake Information

New Intake Information

No records to display

Interactions

New Interaction



Home Programs **Participants** Reports +

Select Cancel

Select The form

- Pathways To Recovery
- Pathways To Recovery
- Participant Survey
- Peer Service Outcomes
- Monthly Data Collection Form**

Select 'Monthly Data Collection Form'. (1)

(2) Press 'Select' button. (2)

Save Cancel

## Monthly Data Collection Form

### Center Information

Select Center

--None--

Date

Person Completing Form:

Hours Open Per Week:

Mandatory fields are highlighted.

Click "Save" when data entry is complete.

**Note to User:**  
Once data entry is complete, a copy will be stored in your Center's folder under 'Reports' and you will receive an email linking to the new report.



Questions may be directed to tech support via 'Submit a Ticket' on your RDP home screen.

If you do not find 'Survey Data' when you go through these steps, submit a request be granted user access to the survey/form OR have your supervisor / Center Director forward that request to [fawn@vtrecoverynetwork.org](mailto:fawn@vtrecoverynetwork.org)