

2016 CPWI Community Survey Data Entry Instructions

Survey Questionnaire Hard Copy Languages:

English

Cambodian/Khmer

Chinese

Russian

Somali

Spanish

Vietnamese

The Survey Monkey data entry link follows the same flow of questions as the hard-copy surveys.

However, at the end of the survey questions, four additional process questions are required to complete data entry.

PLEASE BE SURE TO USE THE DATA ENTRY LINK TO ENTER RESPONSES FOR HARD COPY SURVEYS.

If you use the English-language link to enter the data from hard-copy surveys, we lose information we need.

ENGLISH DATA ENTRY

Entering data from completed hard copy English surveys is very easy.

The Survey Monkey [data-entry link](#) starts at question #1 of the survey:

1. How much of a problem do you think each of the following is among youth (6th – 12th grade) in your community?

	Not a problem	A minor problem	A moderate problem	A serious problem	Don't Know
Alcohol use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marijuana or hashish use (weed, hash, pot)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prescription drug misuse (using medication without a prescription or in a way other than prescribed)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other drugs (specify below*)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driving under the influence of alcohol, marijuana or other drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tobacco	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Depression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suicide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* If you marked "Other Drugs" above, which drugs?

Step 1: Enter data from questions 1 – 20.

Step 2: Understand the skip pattern after Q20 to enter demographic data.

- a. If the answer to Q20 is YES, the participant continues to complete the survey. The participant is asked additional questions about parenting before demographic questions start at Q25 in Survey Monkey.
- b. If the answer to Q20 is NO or DON'T KNOW, participants are instructed to go to question 25 on the hard copy survey. Survey Monkey shows this as Q21.

Paper Hard Copy Survey Question:	
20 Are you a parent or guardian with any children in 6 – 12 th grade? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know [if NO or Don't Know , go to → Question 25]	
Survey Monkey Survey Question 20. Are you a parent or guardian with any children in 6th – 12th grade?	20. Are you a parent or guardian with any children in 6th – 12th grade?
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know
Participant is asked additional questions about parenting Demographic questions start at Q25 25. What is your age?	Demographic questions start at Q21 21. What is your age?
<input type="radio"/> 18-24 <input type="radio"/> 25-34 <input type="radio"/> 35-44 <input type="radio"/> 45-54 <input type="radio"/> 55-64 <input type="radio"/> 65+	<input type="radio"/> 18-24 <input type="radio"/> 25-34 <input type="radio"/> 35-44 <input type="radio"/> 45-54 <input type="radio"/> 55-64 <input type="radio"/> 65+

Step 3 : Complete data entry for the remaining questions.

Step 4: **IMPORTANT**** Complete the 4 process questions.**

At the top of the first page of the hard copy survey there are data entry slots for process questions:

Enter the initials of the person who enters the data (Q31 or Q35) →

Assign the survey a number and enter it here. Use a simple numeric sequence (Q31 or Q35) →

Survey language (Q30 or Q34) →

ADMIN: INITIALS #

EVENT DATE

ENGLISH

Enter the survey date (Q32 or Q36) →

Process questions for the CORE survey start at Q29 or Q32 in Survey Monkey, depending on the skip pattern in Step 2.

- Q29 or Q33 is a drop down menu for coalition. **Selection of YOUR coalition name is required.**
- Q30 or Q34 is the survey language. This is important because it is the *only* way we know which language questionnaires are being used.
- Q31 or Q35 is the numbering of your hard copy surveys. It is important for quality control and survey process evaluation. Admin initials are voluntary. It is helpful to be able to go back to the person who enters data, should any question arise.
- Q32 or Q36 is the date participants complete their survey.

29. Which coalition gave this survey?

30. Which language was the survey taken in?

- Cambodian/Khmer
- Chinese
- English
- Russian
- Somali
- Spanish
- Vietnamese

31. Identification:

What is the survey number? (coalitions assign a number to track completed surveys)

What are your initials? (this is for the person who enters the data)

32. When did the participant complete their survey?

Date: MM / DD / YYYY

/ /

OTHER LANGUAGES DATA ENTRY

Step 1: Start entering data as described above for English-language survey data entry.

Step 2: Keep in mind the skip pattern after Q20.

Step 3: Carefully enter demographic data, using the numbers on the left handside of the hard copy survey to guide your data entry.

- Learn to follow the numbering pattern on the hard copy survey to help guide your data entry.

To help you enter data from questionnaires in languages you may not speak, we have provided both numbers on the hard-copy surveys in other languages:

- the larger number on top is the number on the hard-copy survey and on Survey Monkey for parents of children in 6th-12th grade (those answering YES to Q20).
- the smaller grey number on bottom in parentheses is the number on Survey Monkey for non-parents (those answering NO or DON'T KNOW to Q20).

- In addition, pay particular attention to:

Q29 or Q25 - race

Q30 or Q26 - language spoken at home

Q31 or Q27 - educational attainment

The response categories for these questions appear differently on the hard copy compared with Survey Monkey. We have numbered the response options for these hard-copy questions. The number indicates the position of the response in Survey Monkey, from top to bottom. Survey monkey lists the response categories in alphabetical order. We also numbered response options where responses were listed horizontally on the hard copy, but are listed vertically in Survey Monkey.

Any question whose response options are not numbered have the response options in the same order as they appear in Survey Monkey.

Example: Race

Hard copy

What is your race?
Select one.

29
(25)

Question number.

Bottom number in gray & parentheses is the number that will appear in Survey Monkey for those who answered NO or DON'T KNOW to Q20

- ₁ American Indian, Alaska Native
- ₂ Asian
- ₃ Black
- ₄ Native Hawaiian or Other Pacific Islander
- ₆ White
- ₅ Two or more races (multiracial)
- ₇ Other _____

Careful! Order is different for two of the response options.
When response numbers are provided, follow these numbers. They indicate the order of Survey Monkey response options.

Survey Monkey

25. What is your race? Select one.

- American Indian, Alaska Native
- Asian
- Black
- Native Hawaiian or Other Pacific Islander
- Two or more races (multiracial)
- White
- Other (please specify)

Example: Language Spoken At Home

Hard copy

What languages are spoken in your home?
Check all that apply.

30
(26)

- ₁ Cambodian/Khmer
- ₃ Russian
- ₄ Somali
- ₆ Other _____
- ₂ English
- ₅ Spanish

Careful! Order and layout are different for the response options. Follow the numbering on the hard copy response options to know the order of the responses in Survey Monkey.

Cambodian/Khmer is 1st
English is 2nd
Russian is 3rd
Somali is 4th
Spanish is 5th
Other is 6th

Survey Monkey

26. What languages are spoken in your home? Check

- Cambodian/Khmer
- English
- Russian
- Somali
- Spanish
- Other (please specify)

STEP 4: Complete the 4 process questions as described above for the English survey.

QUESTIONS?

Please contact Rebecca Grady and cc your Prevention System Manager.

Rebecca Grady

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