

2019 CPWI Community Survey Data Entry Instructions

Survey Questionnaire Hard Copy Languages:

English

Cambodian/Khmer

Chinese

Russian

Somali

Spanish

Vietnamese

August 14, 2019

PLEASE BE SURE TO USE THE DATA ENTRY LINK TO ENTER RESPONSES FOR HARD COPY SURVEYS.
 If you use the English-language Survey Monkey link to enter the data from hard-copy surveys, we lose needed information.

ENGLISH-LANGUAGE SURVEY DATA ENTRY

Step 1: Enter data from survey questions

The Survey Monkey Data-Entry Link begins 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 (<i>weed, hash, pot</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prescription drug misuse (<i>using medication without a prescription or in a way other than prescribed</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other drugs (<i>specify below*</i>)	<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 2: Enter data for Process Questions

In 2018, process questions for the CORE survey start at Q22 / Q26 (depending whether a parent) in Survey Monkey.

Please be sure to answer questions 22 & 24.

We need to know in which language the survey was administered and the date it was taken. If you are administering hard copy surveys via a method that makes it impossible to ascertain the exact date (e.g., leaving copies at a local business with a box to collect completed surveys), please ballpark as best you can. Even the month will help greatly.

Question 23 is optional.

Coordinators often find it helpful to number each survey and indicate who entered it. That way, if any issues arise (e.g., you're not sure if some surveys have or haven't been entered), we can help you troubleshoot to ensure data quality.

22. Which language was the survey taken in?

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

23. 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*)

24. When did the participant complete their survey?

Date: MM DD YYYY
 / /

DATA ENTRY FOR SURVEYS TAKEN IN OTHER LANGUAGES

Same as above, but one caution: Take care where the online format is slightly different than the hard copy format

There are a couple places where the response options go left-to-right on the PDF, but are top-to-bottom on the online survey.

For example:

What is your gender?	<input type="radio"/> Female	<input type="radio"/> Male
Are you transgender?	<input type="radio"/> Yes	<input type="radio"/> No
Are you of Hispanic, Latino/Latina or Spanish origin?	<input type="radio"/> Yes	<input type="radio"/> No

15. What is your gender?

- Female
- Male

16. Are you transgender?

- Yes
- No

17. Are you of Hispanic, Latino/Latina or Spanish origin?

- Yes
- No

The PDFs all share the same layout, so if in doubt while entering data for non-English languages with which you may not be familiar, look at the English PDF layout to determine the response option order.

QUESTIONS?

Please contact Sandy Salivaras and cc your Prevention System Manager.

Sandy Salivaras

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