

2015 CPWI Community Survey Data Entry Instructions

English

Spanish, Russian, Somali, Cambodian/Khmer, Vietnamese

**September 15, 2015
DSHS/DBHR**

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.

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 believe each of the following is among youth (*grades 6th – 12th*) 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 use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prescription drug misuse	<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 1 Enter data from questions 1 – 12.

Step 2 Understand the skip pattern after Q12 to enter demographic data.

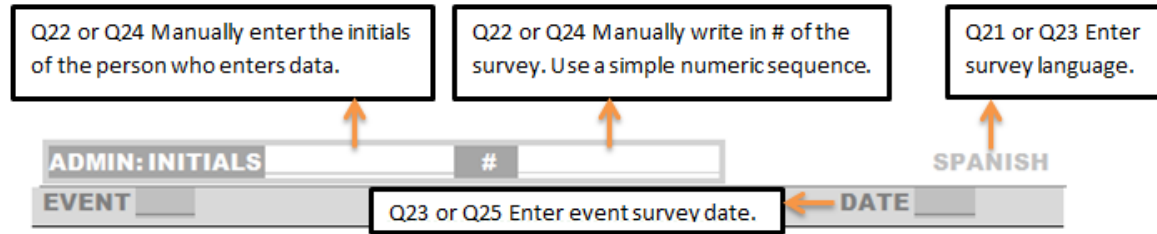
- a. If the answer to Q12 is yes, the participant continues to complete the survey. In this case, demographic questions in Survey Monkey start at Q15.
- b. If the answer to Q12 is NO or Don't Know, participants are instructed to go to question 15 on the hard copy survey. Survey Monkey shows this as Q13.

Start of data entry of demographic questions – navigating the skip pattern	
12 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 15]	
12. 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	12. Are you a parent or guardian with any children in 6th – 12th grade? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know
Demographic questions start at Q15 15. 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+	Demographic questions start at Q13. 13. 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+

Step 3 complete entering data for the remaining questions.

Step 4 complete the 4 process questions. At the top of the front page of the survey there are data entry slots for process questions.

- **Q20 or Q22 is a drop down menu. Selection of YOUR coalition name is required.**
- Q21 or Q23 is the survey language. It is important because it is the only way we track surveys completed in a different language.
- Q22 or Q24 is the numbering of your hard copy surveys. It is important for quality control and survey process evaluation. Admin initials are voluntary. It is useful to be able to go back to the person who enters data, should any question arise.
- Q23 or Q25 is the date participants complete their survey. The MM/DD/YYYY structure is important.



For the CORE Survey the process questions start at Q20 or Q22 depending on whether the participant has children in 6th – 12th grade.

The following questions are important to record **your coalition** and the **language of the survey**. The questions also help to promote data quality and review. Please complete all the questions. THIS IS IMPORTANT. Thank you

* 20. Which coalition gave this survey?

21. Which language was the survey taken in?

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

22.

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)

23. When did the participant complete their survey? (MM/DD/YYYY)

FOREIGN LANGUAGE DATA ENTRY

Step 1 Start entering data as described above for the English surveys.

Step 2 Keep in mind the skip pattern after Q12.

Step 3 Carefully enter demographic data.

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

SPANISH	RUSSIAN	SOMALI
Datos demográficos	Демографические данные	Tirakoobka Dadweynaha
<p>15 13 ¿Cuál es su edad?</p> <p><input type="checkbox"/> 18-24 <input type="checkbox"/> 45-54</p>	<p>15 13 Укажите ваш возраст</p> <p><input type="checkbox"/> 18-24 <input type="checkbox"/> 45-54</p>	<p>15 13 Maxay tahay da'daada?</p> <p><input type="checkbox"/> 18-24 <input type="checkbox"/> 45-54</p>

CAMBODIAN/KHMER	VIETNAMESE
@BCASA@S)	Nhân·khâu·học]
<p>15 13 ETI/ÑK/AYUB"UN^A?</p> <p><input type="checkbox"/> 18-24 <input type="checkbox"/> 45-54</p>	<p>15 13 Quý·vị·bao·nhiều·tuổi?·α</p> <p><input type="checkbox"/> 18-24 <input type="checkbox"/> 45-54</p>
<p>SURVEY MONKEY QUESTION NUMBERS</p> <p>Q15 – Numbering for participants who respond YES to Q12</p> <p>Q13 – Numbering for participants who respond NO or DON'T KNOW to Q12</p>	

Step 4 Carefully enter data using the numbers on the left handside of the hard copy survey to guide your data entry.

Pay particular attention to:

Q18 (Race),

Q19 (language spoken at home), and

Q20 (educational attainment).

SPANISH DATA ENTRY

<p>18 16</p>	<p>¿Cuál es su raza?</p> <p>Marque todas las que correspondan.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 Blanco <input type="checkbox"/> 2 Negro o afroamericano <input type="checkbox"/> 3 Indígena americano <input type="checkbox"/> 4 Asiático <input type="checkbox"/> 5 Nativo de Hawái <input type="checkbox"/> 6 No sé/No estoy seguro <input type="checkbox"/> 7 Otro _____ 	<p>16. What is your race? Check all that apply.</p> <ul style="list-style-type: none"> 1 <input type="checkbox"/> White 2 <input type="checkbox"/> Black or African American 3 <input type="checkbox"/> American Indian, Alaska Native 4 <input type="checkbox"/> Asian 5 <input type="checkbox"/> Native Hawaiian or Other Pacific Islander 6 <input type="checkbox"/> Don't Know/Not Sure 7 <input type="checkbox"/> Other (please specify)
<p>23 17</p>	<p>¿Qué idiomas se hablan en su casa?</p> <p>Marque todas las que correspondan.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 Inglés <input type="checkbox"/> 5 Español <input type="checkbox"/> 4 Somalí <input type="checkbox"/> 6 Otro _____ 	<p>17. What languages are spoken in your home? Check all that apply.</p> <ul style="list-style-type: none"> 1 <input type="checkbox"/> Cambodian/Khmer 2 <input type="checkbox"/> English 3 <input type="checkbox"/> Russian 4 <input type="checkbox"/> Somali 5 <input type="checkbox"/> Spanish 6 <input type="checkbox"/> Other (please specify) <p>NOTE: Survey Monkey lists languages in alphabetical order – not in the order of the hard copy.</p>

NOTE: Be sure to enter language based on the alphabetical list in Survey Monkey.

<p>20</p> <p>16</p>	<p>¿Cuál es el grado y año de escuela más avanzado que terminó?</p>	<p><input type="checkbox"/> 1 Nunca asistió a la escuela</p> <p><input type="checkbox"/> 2 Menos que la preparatoria</p> <p><input type="checkbox"/> 3 Algo de preparatoria</p> <p><input type="checkbox"/> 4 Preparatoria /GED</p>	<p><input type="checkbox"/> 5 Graduado</p> <p><input type="checkbox"/> 6 Algo de</p> <p><input type="checkbox"/> 7 Graduado</p> <p><input type="checkbox"/> 8 Postgra</p>	<p>20. What is the highest grade or year of school you completed?</p> <p>1 <input type="radio"/> Never attended school</p> <p>2 <input type="radio"/> Less than high school</p> <p>3 <input type="radio"/> Some high school</p> <p>4 <input type="radio"/> High school /GED</p> <p>5 <input type="radio"/> High school graduate</p> <p>6 <input type="radio"/> Some college</p> <p>7 <input type="radio"/> College/university graduate</p> <p>8 <input type="radio"/> Post graduate</p>
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RUSSIAN DATA ENTRY

<p>18</p> <p>16</p>	<p>Укажите вашу расу</p> <p><i>Укажите все подходящие варианты ответа.</i></p>	<p><input type="checkbox"/> 1 Белый (-ая)</p> <p><input type="checkbox"/> 2 Темнокожий</p> <p><input type="checkbox"/> 3 Американский</p> <p><input type="checkbox"/> 4 Азиат (ка)</p> <p><input type="checkbox"/> 5 Коренной ж ихого океана</p> <p><input type="checkbox"/> 6 Не знаю/Не</p> <p><input type="checkbox"/> 7 Другое _____</p>	<p>16. What is your race? Check all that apply.</p> <p>1 <input type="checkbox"/> White</p> <p>2 <input type="checkbox"/> Black or African American</p> <p>3 <input type="checkbox"/> American Indian, Alaska Native</p> <p>4 <input type="checkbox"/> Asian</p> <p>5 <input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p>6 <input type="checkbox"/> Don't Know/Not Sure</p> <p>7 <input type="checkbox"/> Other (please specify)</p>
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19
17

На каких языках говорят в вашей семье?

Укажите все подходящие варианты ответа.

- 2 Английский
- 5 Испанский
- 4 Сомали
- 6 Другие _____
- 1 Камбодийский
- 3 Русский

NOTE: Be sure to enter language based on the alphabetical list in Survey Monkey.

17. What languages are spoken in your home? Ch

- 1 Cambodian/Khmer
- 2 English
- 3 Russian
- 4 Somali
- 5 Spanish
- 6 Other (please specify)

NOTE: Survey Monkey lists languages in alphabetical order – not in the order of the hard copy.

20
18

Укажите наивысший уровень полученного вами образования?

- 1 Никогда не посещал школу
- 2 Неоконченная средняя школа
- 3 Эквивалент средней школы
- 4 Средняя школа/общеобразовательная
- 5 Неоконченное высшее образование
- 6 Эквивалент высшего образования
- 7 Оконченное высшее образование/колледж
- 8 Пост-градуат

20. What is the highest grade or year of school you complete

- 1 Never attended school
- 2 Less than high school
- 3 Some high school
- 4 High school /GED
- 5 High school graduate
- 6 Some college
- 7 College/university graduate
- 8 Post graduate

SOMALI DATA ENTRY

18
18

Muxuu yahay jinsigaagu?

Dooro dhamaan kuwa khuseeya.

- 1 Cadda
- 2 Madov
- 3 Hindid
- 4 Aasiya
- 5 Asal u Baasif
- 6 Ma Og
- 7 Waxka

16. What is your race? Check all that apply.

- 1 White
- 2 Black or African American
- 3 American Indian, Alaska Native
- 4 Asian
- 5 Native Hawaiian or Other Pacific Islander
- 6 Don't Know/Not Sure
- 7 Other (please specify)

19
17

Luuqadahee looga hadlaa gurigaaga ama dalkaaga?

Dooro dhamaan kuwa khuseeya.

- 2 Ingriisi
- 5 Isbaanish
- 4 Soomaali
- 6 Wakkale
- 1 Kar
- 3 Rut

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

- 1 Cambodian/Khmer
- 2 English
- 3 Russian
- 4 Somali
- 5 Spanish
- 6 Other (please specify)

NOTE: Survey Monkey lists languages in alphabetical order – not in the order of the hard copy.

20
18

Muxuu yahay heerka ugu sareeya
ama sannadka dugsiga aad
dhammeysatey?

- 1 Weligay Dugsi Mategin dugsiga
- 2 Ka hooseeya dugsiga sare
- 3 Qaar dugsiga sare ah
- 4 Dugsiga sare /Imtixaanaada GED
- 5 Kaq
- 6 Qaa
- 7 Kull
- 8 Kadi

20. What is the highest grade or year of school you complete

- 1 Never attended school
- 2 Less than high school
- 3 Some high school
- 4 High school /GED
- 5 High school graduate
- 6 Some college
- 7 College/university graduate
- 8 Post graduate

CAMBODIAN/KHMER DATA ENTRY

18

16

ETI/ÑKACNCATI/VI?
KUSRAL'CEM-IYEDL@TUV.

- 1 ES [KS
- 2 ES [KE
- 3 CNCA
CNCAT
- 4 /ASIU
- 5 CNCA
..EKAH
- 6 MINDV
- 7 EPSSG

16. What is your race? Check all that apply.

- 1 White
- 2 Black or African American
- 3 American Indian, Alaska Native
- 4 Asian
- 5 Native Hawaiian or Other Pacific Islander
- 6 Don't Know/Not Sure
- 7 Other (please specify)

19
17
ETIPASA/√ IEDL/ÑKNIYAYEN
APĒH?
KUSRAL'CEM-IYEDL@TUV.

2 PASA/G'EK-S
5 PASAE/S'AJ
4 PASASUM"ALI
6 EPSSG@

NOTE: Be sure to enter language based on the alphabetical list in Survey Monkey.

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

1 Cambodian/Khmer
2 English
3 Russian
4 Somali
5 Spanish
6 Other (please specify)

NOTE: Survey Monkey lists languages in alphabetical order – not in the order of the hard copy.

20
18
ETI/ÑKMANK@MITVB|ZM-@T
WMNA?

1 MINEDLCÜLER«N
2 E@KAMVIT¥ALQY
MINCB'SKLVIT¥ALQY
3 MINCB'VIT¥ALQY
4 VIT¥ALQY /GED

20. What is the highest grade or year of school you complete

1 Never attended school
2 Less than high school
3 Some high school
4 High school /GED
5 High school graduate
6 Some college
7 College/university graduate
8 Post graduate

VIETNAMESE DATA ENTRY

18
16

Chủng tộc của quý vị là gì?

Đánh dấu tất cả các ô thích hợp.

- 1 Da t
- 2 Da c
- 3 Ngu
- 4 Châ
- 5 Thố
- 6 Khác
- 7 Khôn

16. What is your race? Check all that apply.

- 1 White
- 2 Black or African American
- 3 American Indian, Alaska Native
- 4 Asian
- 5 Native Hawaiian or Other Pacific Islander
- 6 Don't Know/Not Sure
- 7 Other (please specify)

19
17

Ở nhà quý vị nói ngôn ngữ nào?

Đánh dấu tất cả các ô thích hợp.

- 2 Tiếng Anh
- 5 Tiếng Tây Ban nha
- 4 Tiếng Somali
- 6 Khác
- 1 Tiê
- 3 Tiê

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

- 1 Cambodian/Khmer
- 2 English
- 3 Russian
- 4 Somali
- 5 Spanish
- 6 Other (please specify)

NOTE: Be sure to enter language based on the alphabetical list in Survey Monkey.

NOTE: Survey Monkey lists languages in alphabetical order – not in the order of the hard copy.

<p>20 18</p>	<p>Lớp học hay cấp học cao nhất quý vị đã hoàn thành là gì?</p>	<p><input type="checkbox"/> 1 Không đi học</p> <p><input type="checkbox"/> 2 Dưới trình độ trung học</p> <p><input type="checkbox"/> 3 Học một ít ở trung học</p> <p><input type="checkbox"/> 4 Trung học /GED</p>	<p><input type="checkbox"/> 5 Tốt nghiệp trung học</p> <p><input type="checkbox"/> 6 Học đại học một ít</p> <p><input type="checkbox"/> 7 Tốt nghiệp đại học</p> <p><input type="checkbox"/> 8 Sau đại học</p>	<p>20. What is the highest grade or year of school you complete</p> <p>1 <input type="radio"/> Never attended school</p> <p>2 <input type="radio"/> Less than high school</p> <p>3 <input type="radio"/> Some high school</p> <p>4 <input type="radio"/> High school /GED</p> <p>5 <input type="radio"/> High school graduate</p> <p>6 <input type="radio"/> Some college</p> <p>7 <input type="radio"/> College/university graduate</p> <p>8 <input type="radio"/> Post graduate</p>
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STEP 5 – Complete the 4 process questions as described above for the English survey.

QUESTIONS?

Please contact Martha Perla and cc your Prevention System Manager.

Martha Perla,
 Phone: 360-725-2638
 Email: martha.perla@dshs.wa.gov