2014 CPWI Community Survey
Data Entry Instructions

English
Spanish, Russian, Cambodian/Khmer

October 17, 2014
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 6 – 12)* in your community?

	Not a problem	A minor problem	A moderate problem	A serious problem	Don't Know
Alcohol use	◯	◯	◯	◯	◯
Marijuana use	◯	◯	◯	◯	◯
Prescription drug misuse	◯	◯	◯	◯	◯
Other drugs *(specify below*)*	◯	◯	◯	◯	◯
Driving under the influence of alcohol, marijuana or other drugs?	◯	◯	◯	◯	◯
Tobacco	◯	◯	◯	◯	◯
Depression	◯	◯	◯	◯	◯
Suicide	◯	◯	◯	◯	◯

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

[   ]

Step 1   **Enter data from questions 1 – 12.**

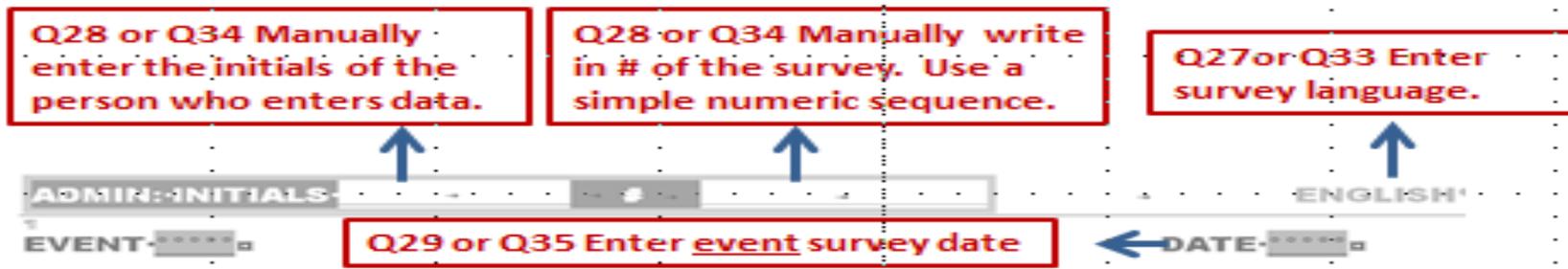**Step 2**   **Understand the skip pattern after Q12 to enter demographic data.**

   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 Q19.

   b. If the answer to Q12 is NO or Don't Know, participants are instructed to go to question 19 on the hard copy survey. Survey Monkey shows this as question 13.

Start of data entry of demographic questions – navigating the skip pattern

| 12 | Are you a parent or guardian with any children in 6 – 12th grade? | ☐ Yes | ☐ No | ☐ Don't Know |

[if **NO** or **Don't Know,** go to →**Question 19**]

---

12. Are you a parent or guardian with any children in 6 – 12th grade?
- ☑ Yes
- ◯ No
- ◯ Don't Know

12. Are you a parent or guardian with any children in 6 – 12th grade?
- ◯ Yes
- ☑ No
- ◯ Don't Know

Demographic questions start at Q19

19. What is your age?
- ◯ 18-24
- ◯ 25-34
- ◯ 35-44
- ◯ 45-54
- ◯ 55-64
- ◯ 65+

Demographic questions start at Q13.

13. What is your age?
- ◯ 18-24
- ◯ 25-34
- ◯ 35-44
- ◯ 45-54
- ◯ 55-64
- ◯ 65+

Step 3 complete entering data for the remainig questions.

Step 4 complete the 4 process questions. At the top of the frong page of the survey there are data entry slots for process questions. (*Check Athena Forum for up-to-date survey form (Version 9-29 for English; Versions 10-03 for other languages.*)

- **Q26 & Q32 are drop down menues. Selection of YOUR coalition name is required.**
- Q27 or Q33 is the survey language. It is important because it is the only way we track surveys completed in a different languages.
- Q28 or Q34 is the numbering of your hard copy surveys. It 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.
- Q35 is the date participants complete their survey. The MM/DD/YYYY structure is important.

For the CORE Survey the processs questions start atQ20 or Q26 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

＊26. Which coalition gave this survey?

[dropdown]

27. Which language was the survey taken in?
○ English
○ Spanish
○ Somali
○ Russian
○ Cambodian/Khmer

28.
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)* [ ]

29. When did the participant complete their survey? (MM/DD/YYYY)
[ ]

Press "Done" below to complete the survey. Make sure you are completely done with the survey before you press "Done."

After the survey closes, you may see a message that says something like "Trying to close Window." Don't worry about this. Your survey is safely closed

For the EXPANDED Survey the processs questions start at Q26 or Q32 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

＊32. Which coalition gave this survey?

[▽]

33. Which language was the survey taken in?

○ English

○ Spanish

○ Somali

○ Russian

○ Cambodian/Khmer

34.

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)*   [   ]

35. 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	CAMBODIAN/KHMER
Datos demográficos **19** **13** ¿Cuál es su edad? □18-24 □45-54	**Демографические данные** **19** **13** Укажите ваш возраст □18-24 □45-54	ព្រជាសាស្ត្រ **19** **13** តើអ្នកអាយុប៉ុណ្ណា? □18-24 □45-54
SURVEY MONKEY QUESTING NUMBERS Q19 – Numbering for participants who respond YES to Q12 Q13 – Numbering for participants who respond NO or DON'T KNOW to Q12		

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:

Q22 (Race),

Q23 (language spoken at home), and

Q24 (educational attainment).

22

16

¿Cuál es su raza?

Marque todas las que correspondan.

☐₁Blanco

☐₂Negro o afroamericano

☐₃Indígena americano, nativo de

☐₄Asiático

☐₅Nativo de Hawaii o de otra isla

☐₆No sé/No estoy seguro

☐₇Otro _____

22. 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)

[_____]

23

17

¿Qué idiomas se hablan en su casa?

Marque todas las que correspondan.

☐₂Inglés

☐₅Español

☐₄Somalí

☐₆Otro _____

☐₁Camboyano/

☐₃Ruso

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

23. 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.

24. What is the highest grade or year of school you completed?

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

RUSSIAN DATA ENTRY

22. 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)

_____

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

23. 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.

24. What is the highest grade or year of school you completed?

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

22. តើអ្នកជាជនជាតិអ្វី?

គូសរាល់ចម្លើយដែលត្រូវ ។

- ☐₁ ស្បែកស
- ☐₂ ស្បែកខ្មៅ ឬអាប្រ្រិកអា
- ☐₃ នជាតិដើមអាមេរិក ជន
- ☐₄ វាស៊ុ
- ☐₅ នជាតិដើមហាវ៉ៃ ឬកោ
- ☐₆ ទិនដឹង/មិនច្បាស់
- ☐₇ ផ្សេងៗ_____

22. 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)

_____

23. ភិភាសាអ្វីដែលអ្នកនិយាយនៅផ្ទះ?

គូសរាល់ចម្លើយដែលត្រូវ ។

- ☐₂ ភាសាជផ្រុំក្ស
- ☐₅ ភាសារុស្ស្យាញ
- ☐₄ ភាសាស៊ូម៉ាលី
- ☐₆ ផ្សេងៗ _____
- ☐₁ ភាសាខ
- ☐₃ ភាសារ៉ុ

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

23. 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.

24. What is the highest grade or year of school you completed?

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

STEP 5 – Complete the 4 process questions as descried 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