2014 CPWI Community Survey
Data Entry Instructions

English
Spanish, Russian, Cambodian/Khmer
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?

<table>
<thead>
<tr>
<th>Problem</th>
<th>Not a problem</th>
<th>A minor problem</th>
<th>A moderate problem</th>
<th>A serious problem</th>
<th>Don't Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescription drug misuse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other drugs (specify below*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving under the influence of alcohol, marijuana or other drugs?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suicide</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

(Add any additional drugs specified by the respondent in the Other Drugs category)
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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q12</td>
<td>Are you a parent or guardian with any children in 6 – 12th grade?</td>
<td>□ Yes □ No □ Don’t Know [if NO or Don’t Know, go to → Question 19]</td>
</tr>
</tbody>
</table>

Demographic questions start at Q19

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. *(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 menus. 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 process questions start at Q20 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?

![](image)

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)

29. 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 process 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.

<table>
<thead>
<tr>
<th>SPANISH</th>
<th>RUSSIAN</th>
<th>CAMBODIAN/KHMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Datos demográficos</td>
<td>Демографические данные</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>¿Cuál es su edad?</td>
<td>Укажите ваш возраст</td>
<td></td>
</tr>
<tr>
<td>18-24</td>
<td>18-24</td>
<td>18-24</td>
</tr>
<tr>
<td>45-54</td>
<td>45-54</td>
<td>45-54</td>
</tr>
</tbody>
</table>

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).
**SPANISH DATA ENTRY**

### 22. What is your race? Check all that apply.
- [ ] White
- [ ] Black or African American
- [ ] American Indian, Alaska Native
- [ ] Asian
- [ ] Native Hawaiian or Other Pacific Islander
- [ ] Don’t Know/Not Sure
- [ ] 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.
- [ ] English
- [ ] Russian
- [ ] Somali
- [ ] Spanish
- [ ] Cambodian/Khmer
- [ ] 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.

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

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