2023 CPWI Community Survey Data Entry Instructions

Survey Questionnaire Hard Copy Languages:
English
Cambodian/Khmer
Chinese
Russian
Somali
Spanish
Vietnamese

July 2023

ENGLISH-LANGUAGE SURVEY DATA ENTRY

Step 1:   Enter data from survey questions

The Survey Monkey <u>Data-Entry Link</u> 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	○	○	○	○	○
Marijuana or hashish use	○	○	○	○	○
Prescription drug misuse (using medication without a prescription or in a way other than prescribed)	○	○	○	○	○
Other drugs (specify below*)	○	○	○	○	○
Tobacco use	○	○	○	○	○
E–cigarettes or other electronic vapor products	○	○	○	○	○
Driving under the influence of alcohol	○	○	○	○	○
Driving under the influence of marijuana	○	○	○	○	○
Depression	○	○	○	○	○
Suicide	○	○	○	○	○
Bullying	○	○	○	○	○
Bullying on social media	○	○	○	○	○

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

Step 2: Enter data for Process Questions

In 2023, process questions for the CORE survey start after question 21 Survey Monkey.

Please be sure to answer the last three process questions.
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.
The identification question 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.

18. Which language was the survey taken in?

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

19. 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)*

20. When did the participant complete their survey?

Enter date in this format: MM/DD/YYYY

Date

MM/DD/YYYY

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:

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. **Please note that the numbering on the hard copy survey may not match the numbering on the electronic Survey Monkey version.

QUESTIONS?

Please contact Sandy Salivaras and cc your Prevention System Manager.

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