

2020 CPWI Community Survey Data Entry Instructions

Survey Questionnaire Hard Copy Languages:

English

Cambodian/Khmer

Chinese

Russian

Somali

Spanish

Vietnamese

August 2020

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prescription drug misuse (using medication without a prescription or in a way other than prescribed)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other drugs (specify below*)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tobacco use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-cigarettes or other electronic vapor products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driving under the influence of alcohol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driving under the influence of marijuana	<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"/>
Bullying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bullying on social media	<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 2020, process questions for the CORE survey start at Q16 / Q20 (depending whether a parent) in Survey Monkey.

Please be sure to answer questions 27 & 29.

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 28 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.

27. Which language was the survey taken in?

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

28. 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*)

29. When did the participant complete their survey?

Enter date in this format: MM/DD/YYYY

Date

 

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:

16. How do you currently identify yourself?

Male	Female	Transgender	Questioning / not sure of my gender identity	Something else fits better
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. How do you currently identify yourself?

- Male
- Female
- Transgender
- Questioning / not sure of my gender identity
- Something else fits better

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.

Sandy Salivaras

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