

New Mexico Community Survey Data Entry Training



March 11, 2020

Introduction to the Training

▶ Objectives

- Remind experienced staff about best practices in entering data, conducting quality checks, and submitting the data to PIRE
 - Introduce new staff to the data entry process
- ▶ Data that is collected online through the URL or offline through the Qualtrics App does not need to be hand-entered. Only data collected on paper needs to be entered.

Data Entry – in General

There are 10 codebooks, one for the Core and one for each module

- 1) Core Module: variable names start with **CR**
- 2) Opioid Module: **OP**
- 3) Marijuana Module: **Maj**
- 4) Methamphetamine **Meth**
- 5) Community Module: **CU**
- 6) College Community Module: **CG**
- 7) Tobacco Module: **TO**
- 8) Mental Health Module: **MH**
- 9) ACES: **ACE**
- 10) Gambling: **Ga**

SPSS & Excel Data Entry Templates

- Excel template has been pre-programmed with required values for the majority of questions (this should prevent you from entering out of range values).
- **PLEASE DO NOT CHANGE** pre-programmed values in the Excel file to accommodate the survey you are entering.
- All modules are in the same file. You can delete the modules you don't use from the templates.

Everything is located at:
<http://www.nmprevention.org/NM-Community-Survey.html>



Data Entry Survey Administration

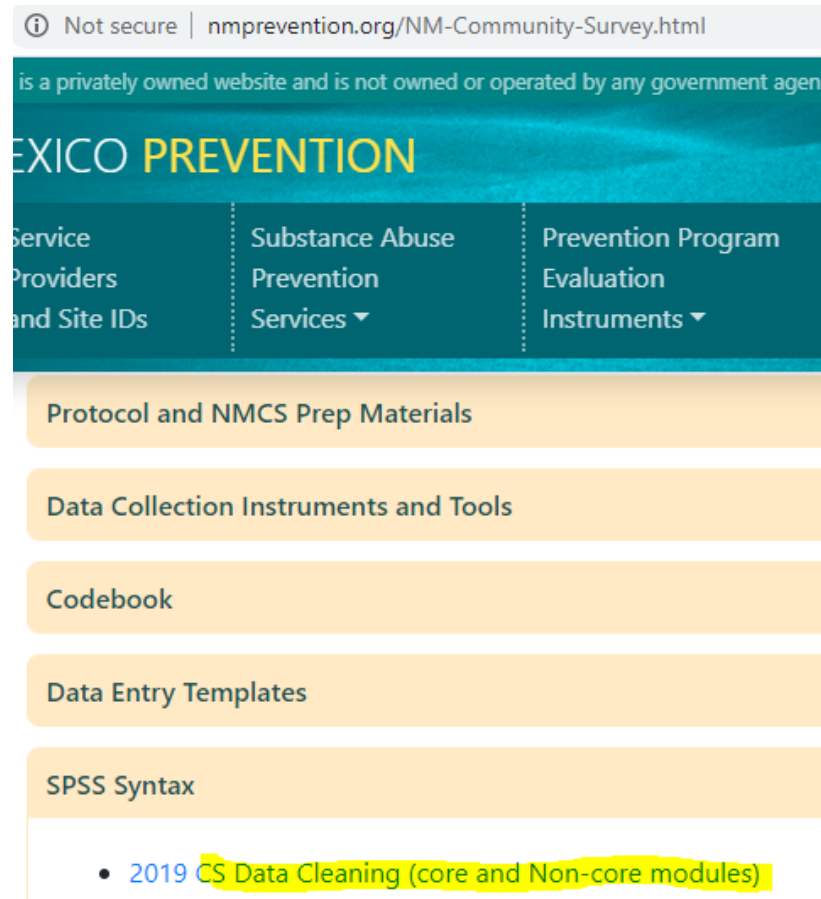
1. Make sure to enter: **Site ID/location/Initials/PID/Date** (in order to check the original surveys if there are any data entry errors)
2. PID is the number you have assigned to the paper survey
 - a) Use consecutive numbers 1–n to assign PIDs.
 - b) Do NOT assign survey numbers until you are ready to do data entry
3. Variable **English**: not in the survey, but in the data entry template; helps us know how many Spanish surveys were collected in a location
4. String variable **location**
 - a) Please DO NOT use numeric value for survey venues (e.g., 1,2,)
 - b) Create a list of abbreviations for survey venues (e.g., Wal-Mart=WM) if that makes it easier but words/letters (strings) are *required* for this variable and not numbers.
4. Date: not in the survey, you need to add it (for storing surveys by dates). **Date format: MM/DD/YYYY**

Entering Data

- If a question is not answered, or a response option is not clearly marked, leave it blank in the data entry file; do not attempt to answer it for them
- CR10 zip codes: only NM zip codes allowed (87001 – 88439). **If it's non-NM zip code, leave this question blank** (the respondent may not be a NM resident).
- CR19 (# of drinks per week)/CR21 (binge drinking)/CR22 (DWI): ask for numeric values that require respondents to write down a number. Enter numbers only; Do NOT enter text.
 - For example: CR21 ___times (binge drinking) in past 30 days. Do not enter text, e.g., CR21=many times, leave it blank instead
 - If CR21=20–30 times, enter a midpoint value (i.e., 25)

Turning in Data Files

- ▶ Data collection ends **4/27**
- ▶ Cleaned data files due to PIRE (Lei Zhang) **5/15**
 - Excel spreadsheet
 - SPSS file (you turn in an SPSS file, you can clean the data by running the cleaning SPSS syntax provided by PIRE, this is generally done by your evaluator)
 - Aggregated data files will be returned to local programs starting **6/1**



If PIRE receives data on time, we can give you 6 weeks to complete your end of year report!

Data Analysis and SPSS Syntax

- SPSS syntax will be available in April at:
<http://www.nmprevention.org/NM-Community-Survey.html>
- PIRE will provide a results summary report of your county to you by 6/30. You do not need to run analyses to fill in the reporting template.
- You will receive a data file that only includes eligible respondents (e.g. age 18+, NM resident)

Evaluation Report Write-Up

- ▶ Talk about results within context of the community and data collection process, etc.
- Compare your sample demographics to what you reported in your protocol for the community.
 - Are they similar? If not, how do you think your results are influenced by your sample?

Remember: Local evaluators can be very helpful with these reports!

For example...

- ▶ In year 2018, 50% of your sample was male and the average age of the sample was 35.
- ▶ In year 2019, 35% of your sample was male and the average age was 45.
- ▶ In year 2020, 25% of your sample was male and the average was 55.
- ▶ How might this affect the prevalence rate of males' risky behaviors, particularly related to alcohol?
 1. Increase binge drinking prevalence over the 3 years
 2. Decrease binge drinking prevalence over the 3 years
 3. Binge drinking prevalence stays about the same over the 3 years

Evaluation Report Write-Up Cont'd

- ▶ Compare males vs. females. Also consider age, race/ethnicity, drinkers vs. non-drinkers, etc.
- ▶ Include multiple year comparisons if you have previous survey data: e.g., past 30-day alcohol consumption
 - Overall comparison: How is the 2020 prevalence rate compared with the rate from previous years? Up, down, no change? **Why?**
 - Comparison by sex: How is the 2020 prevalence rate among males compared with the rate from previous years? How about females? **Why?**
 - Comparison by age groups: How is the 2020 prevalence rate across age groups compared with the rate from previous years? **Why?**
 - Any trend observed across years? Any explanations? **Why?**

Thank you for your time!

Questions?



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