Options for Data Entry

NEW!

Alchemer Data Entry form

Excel Data Entry Template

Important Reminders for Evaluators!

Remember to keep paper surveys securely stored before, during, and after data entry!

Try to avoid having data collectors participate in data entry.

Keep the skip pattern logic in mind. Alchemer will skip you out.

ALCHEMER DATA ENTRY

Alchemer Data Entry: Instructions

1. **Go to the Alchemer Data Entry link**

2. **First page provides instructions**

3. **Don't forget to set the language**

English ▾

Paper surveys NM Community Survey 2023

New Mexico Community Survey Online Data Entry

To begin data entry for completed paper surveys collected by your program, please fill out the following information and question responses for each paper survey you are entering.

Note: Please enter the following information as it's written on the paper survey and match the language of the paper survey to the language option in Alchemer

SITE ID
Date
Surveyor's Initials
Survey #

Next

Alchemer Data Entry: Instructions

4. Enter the survey administration info as written on the paper survey

Paper Survey

Site ID:	575.01
Location:	MVD
Date:	03/01/XX
Surveyor Initials:	M.E.
Survey #:	

Alchemer

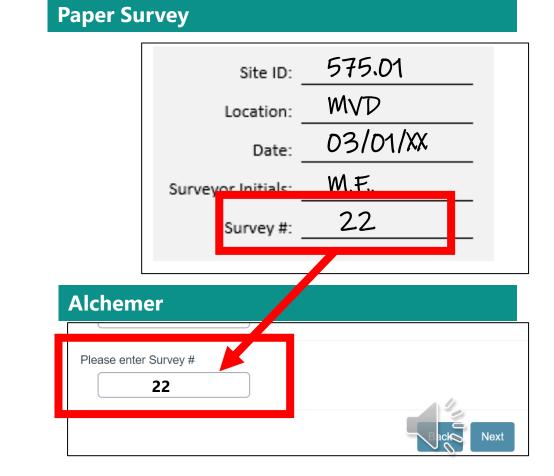**Enter Site ID # ***

575.01

Location:

MVD

Please enter the date on the paper survey? (MMDDYYYY)

03012023

Please enter Surveyor Initials

M.E.

Please enter Survey #

Back   Next

Alchemer Data Entry: Instructions

5. Assign Survey Number

- The **"Survey #"** field on the paper survey should be blank up until data entry.

- For each survey you are entering, you assign it a number **at the time of data entry**

- Write the number assigned to the survey on the paper copy and enter it into the Alchemer field

- Use consecutive numbers to help you stay organized and avoid duplicates (1, 2, 3 , etc)

Paper Survey

Site ID: 575.01

Location: MVD

Date: 03/01/XX

Surveyor Initials: M.F.

Survey #: 22

Alchemer

Please enter Survey #

22

Back   Next

Alchemer Data Entry: Instructions

6. Begin entering responses

Enter age of respondent

Entering the "County"

Skip patterns

Alchemer Data Entry: Things to Know

When you're finished with one survey, you'll be given the option to go back to enter more surveys

Responses go directly to Alchemer and nothing else needs to be sent to PIRE

This survey data will be combined with the survey data collected through online recruitment

If you have questions about surveys you have entered, just reach out to the PIRE team.

EXCEL DATA ENTRY

Excel Data Entry Template: Definitions

- **Codebook:** Provide the variable name and number for each of the questions

- **Excel template:** The excel table where you/your evaluator manually input each response for each survey

- **SPSS template:** Is available if preferred by your evaluator

Excel Data Entry: Notes

- The Excel template has been pre-programmed with **all Core and Optional Module** NMCS questions (this should prevent you from entering out of range values).

- If you have **county-specific questions**, reach out to PIRE and we'll help you set those up in the template.

- **DO NOT CHANGE** pre-programmed values in the Excel file to accommodate the survey you are entering.

- All modules are pre-loaded into the excel template. You can delete the modules your program didn't use.

Excel Data Entry: Instructions

1. Enter the survey administration information

- **SITE ID:** Enter your program's SITE ID

- **Location:** Words only. You can create a list of abbreviations for survey venues (e.g., Wal-Mart=WM) if that makes it easier. Do not use numeric values

- **Date:** Enter the date written on the survey (when it was collected). Use MM/DD/YYYY format.

- **Surveyor Initials**

2. Assign Survey Number

- The **"Survey #"** field on the paper survey should be blank up until data entry. For each survey you are entering, you assign it a number so you can always connect the paper survey to the responses entered into the Excel sheet.

- Write the number assigned to the survey on the paper copy and enter it as the **"pid"** in the excel template

- Use consecutive numbers to help you stay organized and avoid duplicates (1, 2, 3, etc)

Excel Data Entry: Instructions

3. Enter language

- The "english" Variable is not a question on the survey, but it is recorded in the template to be able to provide counts of Spanish surveys in the results.

  English =1
  Spanish =0

Excel Data Entry: Instructions

Paper Survey

Site ID:	575.01
Location:	MVD
Date:	03/01/XX
Surveyor Initials:	M.E.
Survey #:	22

Excel Template

	A	B	C	D	E	F
	site	location	date	initials	pid	english
	575.01	MVD	03/01/23	M.E.	22	1

Excel Data Entry: Basic Rules

If a question is not answered

- Leave it blank in the data entry file; do not attempt to answer it for them

Variable: Zip Code

- 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).

Excel Data Entry: Basic Rules

Questions that ask for number values

- Examples: Core question 20 (variable name=*binge*)& Core question 21 (variable name=*drinkingdrive*)

- Enter <u>numbers only</u>; Do NOT enter text.

- If participant wrote text, leave the value blank in the data entry form

- If participant enters a range (example: 5-10 drinks) enter a midpoint value (i.e., 7.5)

Data Storage Reminder

The local evaluators can coordinate with their programs about a process for secure survey storage.

Paper surveys should continue to be securely and safely stored even after data entry

Surveys can be stored for 5 years, after which they can be **securely** disposed of

Please reach out to PIRE with any questions about secure storage and disposal

Data Entry Training Conclusion

Questions or concerns? Contact the PIRE team!

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