



NEW MEXICO COMMUNITY SURVEY (NMCS) **DATA ENTRY TRAINING**



Options for Data Entry

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

Alchemer
Data
Entry
form

1. Select the English or Spanish link to match the language the survey was taken in
2. First page provides instructions
3. Begin entering data collection information

2025 NMCS Data Entry for Paper Surveys

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


Location
Date
Surveyor's Initials
Survey #

Location (if applicable)

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

Please enter Surveyor Initials

Please enter Survey #

Next 

Alchemer Data Entry: Instructions

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

Paper Survey → Alchemer

Location:	<u>MVD</u>
Date:	<u>03/01/XX</u>
Surveyor Initials:	<u>M.E.</u>
Survey #:	<u> </u>

2025 NMCS Data Entry for Paper Surveys

To begin data entry for completed paper surveys collected by your program, please fill out the following information and question responses for

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Location
Date
Surveyor's Initials
Survey #

Location (if applicable)

MVD

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

03012023

Please enter Surveyor Initials

M.E.

Please enter Survey #



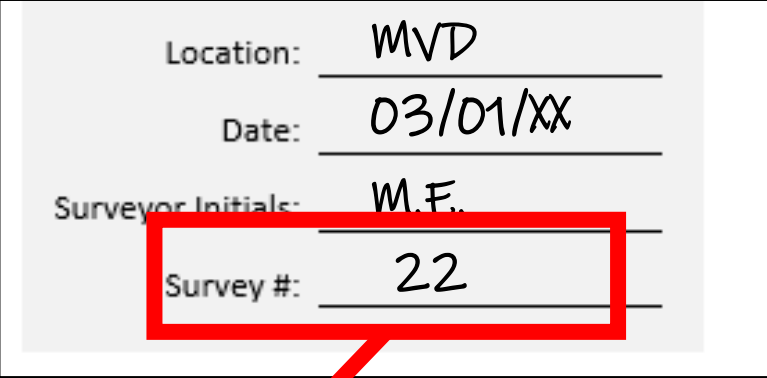
Alchemer Data Entry: Instructions

Alchemer
Data
Entry
form

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

Paper Survey



Location: MVD
Date: 03/01/XX
Surveyor Initials: M.F.
Survey #: 22

Alchemer



Please enter Survey #

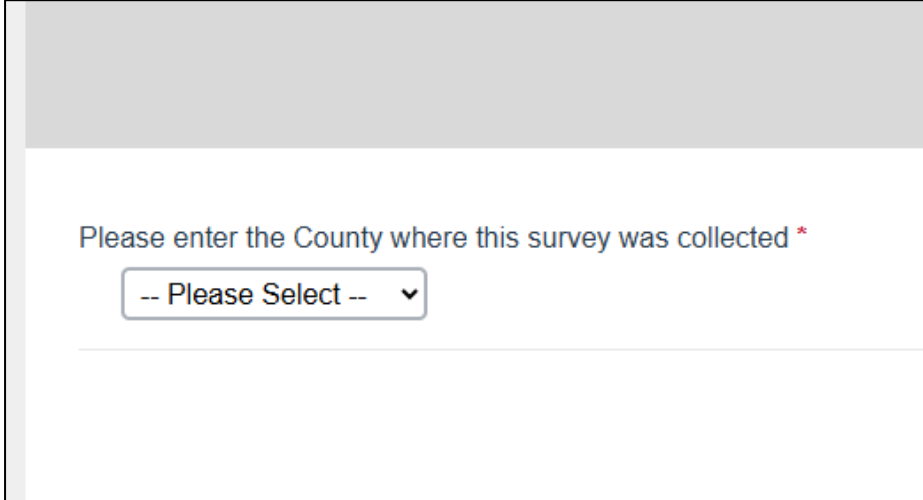
Back Next

Alchemer Data Entry: Instructions

Alchemer
Data
Entry
form

6. Entering "County"

- Select the county from the dropdown list where the paper survey was collected.
- If in Bernalillo, you will be asked if the survey was collected at NACA. If this does not apply to you, select "No".
- If in Sandoval, you will be asked if the survey was collected in Kewa Santo Domingo Pueblo. If this does not apply to you, select "No".



Please enter the County where this survey was collected *

-- Please Select -- ▾



Alchemer Data Entry: Instructions

Alchemer
Data
Entry
form

7. Begin entering responses



Begin entering participant responses



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

Excel Data
Entry
Template

- The Excel template has been pre-programmed with **all CORE** 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.



Excel Data Entry: Instructions

Excel Data
Entry
Template

1. Enter the survey administration information

- **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**



Excel Data Entry: Instructions

Excel Data
Entry
Template

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

Excel Data
Entry
Template

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

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

Excel Template



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



Excel Data Entry: Basic Rules

Excel Data
Entry
Template

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, exclude this survey (the respondent may not be a NM resident).



Excel Data Entry: Basic Rules

Excel Data
Entry
Template

Questions that ask for number values

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