

Data Entry Instructions

Entering Surveys:

- Survey data will be entered using the Microsoft Access databases provided by the coordinating center in Texas. Please contact the Texas Coordinating Center if any issues are encountered with these databases so they can be resolved there and in all sites.
- Forms have been created within the database to facilitate data entry. These forms should make the process of data entry intuitive.
- Prior to entering each survey, the ID should be verified to see if it is unique and correct. Any issues with the ID number should be addressed at this point.
- All questions in the survey should have a response entered in the database, even if the response is “Not Applicable” or “N/A”. Entering “N/A” lets the reviewer know this question was not skipped accidentally. The only exceptions are text boxes for comments if none have been provided.
- Any comments given in Spanish by the Promotoras will be translated and entered into the databases in English. When translating these comments, efforts should be made to keep them as close to what is written in Spanish.
- Any comments from the data entry team should be entered separately from the Promotora comments in their own field at the end of the survey: Page # Comments.
- Once a survey has been entered, the document should be dated and signed with initials in red ink. Initials should also be entered in the database after the completion of each survey.

Questions?

- **Missing data:** If there’s a survey with missing data, the missing data needs be highlighted in red ink and the survey needs to be returned to the promotoras ASAP to fill in what is missing.
- **Reviewing data:** A double entry scheme will be used to enter the 1st wave of each data set. After the first entry of a survey, a second individual will re-enter the data in the User 2 Form of the database. Data will be entered using the same procedures stated above. The two databases will then be compared to check for any data entry error (For more detailed instructions see Double Entry Check Instructions). If the check for data entry error yields an accuracy rate of 90% or greater, then the data entry team will switch to a data check scheme: one person will enter a survey and a second will follow afterward to review the data entered cell-by-cell.

Submitting Data (Weekly submissions)

- Weekly updates: Once the data entry has gotten started entering surveys, each state will participate in a weekly check in with the coordinating center. That is to say, every Monday the data entry team will create a zip file of the Access databases currently being worked on and will upload them in a mailbox located in their State folder in Syncplicity (link to Syncplicity folder will be provided via e-mail). Weekly updates will allow sites to work uniformly and any issues with data entry will be resolved on a more prompt basis.

Data Entry Site Coordinator		
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Thank you!

If you have any questions about these instructions please contact
your site coordinator or Diana Garcia