Double Entry Check Instructions

Procedure for Numerical and Short Text Data:

- A check for any data entry errors will be conducted on the first wave of incoming data from each survey.
- One member of the data entry team will enter this data first in the database using the User 1 Forms in the Access database.
- Once this data has been entered, a second member of the data entry team will enter the same data in the User 2 Forms within the same database.
- Upon completion, a query will be run to test any differences between data entry in User 1 and User 2. This can be done by opening the specific query for each Table, selecting the "SQL view" on the top left corner of Access, and then hitting "Run".
- Only records with unmatched data will be shown in the results of the query. User 1 and User 2 results should appear side by side for each question field. Compare these results and locate any data that does not match.
- Calculate % accuracy: divide the number of unmatched fields by the total number of fields.
- Once the results have been assessed, the Research team will decide to either continue with the Double Entry scheme of data entry or switch to a single entry scheme with check. If the Double Entry scheme yields a high accuracy rate, above 90%, then the data entry team will switch to Single Entry scheme with check: one person entering a survey and a second following afterward to review the data entered cell-by-cell.
  o If there is a lower accuracy rate, the team must meet to discuss how to correct these sort of discrepancies in the future. Furthermore, a second Data entry check should be run again with the next wave of data to see if these issues have been resolved.

Procedure for Checking Translations of Long Text:

- Promotora comments will also undergo a review process to determine the accuracy of translation amongst the data entry team.
- Two separate fields have been provided to enter Promotora comments; one for the comment in Spanish and the other for its translation in English. The data entry team will fill in both of these fields as they enter the first wave of data.
- Once the first wave of data for a survey has been completely entered, these fields along with the ID number and the Initials of member who entered this data will be copied and pasted onto an Excel table. Example:

Survey ID	Spanish Comment	English Comment	Initials

- These results should then be sent to the Linguistics team so they can compare the results.
- We are once again shooting for 90% or higher accuracy. If results are less than this, discuss amongst team.