

SURVEY ENTRY

A. PAPER SURVEY PROCEDURE

- i. Write the date received on the survey and input it into the Survey Entry Database as Entry 1. This will uncover any missing answers.
- ii. If there are questions that are not answered, the participant should be contacted by phone and mail (with a Xeroxed copy of the missing questions) to retrieve the missing information. If the survey is incomplete (more than 11 questions missing (survey 1), more than 10 questions missing (survey 2 without child), or more than 15 questions missing (survey 2 with child) OR more than one IPAQ missing, enter "0" in the participant's database under "Survey Complete".
- iii. If the survey is complete, enter "1" in the participant's database under "Survey Complete", and have another recruiter input the survey into the Survey Entry Database as Entry 2.
- iv. After both entries have been verified as correct (through the Survey Entry Database/Survey check), enter the "date survey entered" as the 1st entry date. If this is a first part survey, check if the participant has a child between 3 and 18 years old. If so, check the "Child Survey" box for the second part.
- v. Check to see if the participant entered an email address. If so, enter it into the Access database in the next call comment box.
- vi. File the survey in the participant's file.

B. ONLINE SURVEY PROCEDURE

Choosing Online Survey Username and Password

- i. The participant's username is their first initial and last name. Do not insert spaces, hyphens, or other punctuation. For example, Sean Al-Khabazz's username should be salkhabazz.
- ii. The participant's password is the first 3 digits of their last name and the last three digits of their ID number. If Sean Al-Khabazz's ID number is 31220413.0, his password would be alk413. Decimal digits are never a part of the password.

Setting Online Passwords

- i. Download "NQLS Password" database from web server in the "database" folder.
- ii. Click on queries.
- iii. Open each query for each recruiter, each survey (e.g. "qryOn-lineFIRPART-BALTCarrie") to look for new participants who need a password set up. A blank in the CSAcom1 or CSAcom2 field indicates a new password.
- iv. Write down the username and password for each new participant. Enter the password in the CSAcom1 or CSAcom2 field.
- v. When all queries have been checked, open the password table. Ctrl ↓ will take you to the end of the list. Enter username, password, and survey no. Survey 1=Seattle first part, 2=Seattle second part, 3=Baltimore first part, 4=Baltimore second part.
- vi. Open queries and run each update query "qryInfofromCarrieBALT". Do not run the Ohio queries unless you have set a password for them.

- vii. Open password table and go to end of list. Make sure all new entries have complete information (ID, telephone number, first name, recruiter number, and next call code).
- viii. Close database and upload to web server.
- ix. Move database into the nqls survey review folder (replace old version).

Processing Incoming Surveys

- i. Open FTP to access the online database. Open the “database” folder, and download the survey access databases to your desktop. First part survey = NewSurvey. Second Part Survey = NQLSS2Survey.
- ii. Go to the desktop and open the survey database. Go to tables, and export each table to the master survey database. The program will ask if you’d like to replace the table – click ok.
- iii. Close the survey database on the desktop and move it to the recycle bin – it is no longer needed. Refresh both pages on FTP and close the program.
- iv. Open the master survey database and run the two append queries to integrate the new information (click yes for all prompts).
- v. Go to the survey form and enter the date received and “ok for payment” for all new surveys. Close this form, go to the reports page and print updates for all recruiters who have received new surveys.
- vi. Return to the survey form, enter the date entered and review the form. If it is complete, exit the database. If there is missing or incomplete data, enter this information into the “Items missing or unclear” box. Leave the Pending box unchecked. Go to the reports page and print the Missing Info report. Return to the survey and check the Pending box.
- vii. Upon receiving notice that an online survey has come in, recruiters will enter the date received and date entered as the same date in the database, along with “1” in the Survey Complete field. If this is a first part survey, check if the participant has a child between 3-18 years old (on the report). If so, check the “Child Survey” box for the second part.

C. RULES FOR MISSING INFORMATION

- i. If the participant is only missing Section BB (Contact information), do not try to retrieve this information. Write a –999 on paper survey and enter a –999 for missing in database. If you need to retrieve other information from participant, try to get the missing information from Section BB.
- ii. If the participant is missing income range from Section AA, DO NOT ATTEMPT TO RETRIEVE THIS INFORMATION. Write a –999 on paper survey and enter a –999 for missing in the database.
- iii. IPAQ – Job Related Physical Activity (S1: Section N, S2: Section Q, Mover: Section I)
 - a. In the first survey, check to see that job status correlates with question E19 (if no for N1, then E19 should be –777, if yes for N1, then E19 should not be –777)
 - b. For all surveys, add total hours for the Job Related Physical Activity section. If >8, make an information call to reconfirm. These 3 categories of activity

(vigorous, moderate, walking) are mutually exclusive meaning there should not be any overlap of activity reported between categories. Often people will record 6 hours of moderate activity at work 5 days a week and 6 hours of walking at work 5 days a week. Unless the person works 12 hours a day, they need to choose the most appropriate category.

- v. IPAQ – Transportation Physical Activity, Housework, House Maintenance, and Caring for Family, and Recreation, Sport and Leisure-Time Physical Activity (S1: Sections O–Q, S2: R-T, Mover: J-I)
Check to see that hours and days are reasonable
 - a. Total minute times for all of these should not add up to more than 16 hours/day. Note the number of days for each activity; total minute time **can** add up to more than 16 hours/day if each activity is done only a few days per week. If more than 16 hours/day **and** 5 or more days per week, make an information call for clarification.
 - b. Any time that appears unreasonable (e.g. Q1 is 7 days and Q2 is 7 hours) should also be called for clarification).
- vi. IPAQ – Time Spent Sitting (S1: Section R, S2: U)
 - a. Call to verify if response is more than 16 hours.
 - a. If it appears that the minutes reported are for all weekdays (R1) and for the entire weekend (R2), divide the answers by 5 and 2, respectively. For example, if the response is 30 hours for R1 and 12 hours for R2, do the following calculation $30/5=6$ hours per weekday (R1) and $12/2=6$ hours per weekend day (R2).
- vii. Activity Checklist (S1: Section S)

Call to verify if responses appear unreasonable (≥ 8 hours/day for one activity, or if all activity times are inflated as if they accounted for the full week in that measure).
- viii. If a participant selects more than one item or a range on a multiple choice or free response questions, verify which response or number they prefer.
- ix. Use the phone version of the survey when trying to retrieve missing survey information. The questions are worded for interviewing. Fill in the information on the survey as you retrieve it.
- x. If the participant has left one or two “easy” questions blank, it is acceptable to leave these questions on the participant’s answering machine. Ask the participant to call our toll-free number with the answers to these questions.
- xi. If the participant is hard to reach by phone and/or they left a large portion of the survey blank, Xerox the missing sections, highlight the questions they need to answer, and send them the pages along with a business reply envelope. Be sure to include the participant’s ID# on the Xeroxed pages.
- xii. Participants who entered an email address can be emailed with the missing questions. See the example below of an email that may be sent.
- xiii. If the Xeroxed pages come back with blank information, call the participant 2 times, leaving a message on one of the calls. If the participant cannot be reached, enter the questions as –999 (missing) in the survey entry database.

- xiv. If more than a few items in the IPAQ section are missing and you are unable to retrieve this information within 2 months, continue to try to reach the participant and re-ask the entire IPAQ section.
- xv. If you are unable to retrieve missing data from Survey 1 for 4 months, stop calling and attempt to retrieve information with Survey 2 (photocopy missing items and send along with Survey 2).
- xvi. Mark all retrieved answers in red pen on the survey and put your initials next to the answer.
- xvii. Check that all coding is done correctly in the missing information database and give surveys to Kelli.

Sample Missing Info Email:

Dear (Participant's Name),

We were recently reviewing your survey when we noticed that these questions were either left blank or the answers were unclear. Please review the following questions and respond with the appropriate answers (copy questions from the survey). Thanks again for your help and have a great day!!

Neighborhood Study Staff

D. SURVEY ENTRY INSTRUCTIONS

Enter the survey data into the Access Survey Entry Database as soon as possible. Open the NQLS survey database 'entry 1 form' and enter responses. Make sure to include the participant ID# and date on the form. If you are not responsible for data entry, give the survey to the appropriate person. Refer to the Key Survey for any entry questions.

E. SURVEY VERIFICATION

- i. Open the Survey Entry Database, and go to the entry check form. Search for the participant ID# and compare Entry 1 and Entry 2. Check the boxes on the top of the form and record the date verified.
- ii. Record the number of errors that had to be corrected for Time 1 and Time 2 data entry persons. Print those survey entries that had errors and review the errors with the data entry person. Change the incorrect entry, since changes can be made directly on the survey entry form.
- iii. Periodically, check the survey entry error rate through SPSS. An acceptable error rate is 0.00125 or lower.