Entry Guidance

- Within each worksheet there is a column entitled “RESPONDENT” - this needs to be completed with a P for parent or a C for Child version of the questionnaire. The parent/child versions are identical for each setting, but with slightly different wording.
- As you have numbered all the questionnaires each one should have a unique number it is important that this is also recorded on the data entry so that you can refer back to an original survey if requires at a later date.
- For each question, the small number next to the box ticked by the respondent should be entered as the response. If two boxes are ticked, the response should be left blank.
- If a response is missing for any reason, it should be left blank.
- Some questions have instructions to the respondent to skip following questions, ignore this instruction and key all responses as seen.
- Where a respondent has crossed out a response, this should not be captured.
- Where a respondent has crossed out a response and instead ticked a second response option, this second choice should be captured.
- Freetext questions/boxes are highlighted in yellow on the data entry spreadsheet.
- All free text to be keyed as written in sentence case - The freetext should NOT be spell checked just entered verbatim.
- ANY OTHER COMMENTS - to be keyed as seen (swear words could appear in the comments box, these will be keyed as seen using asterisk for example ‘S**t’). Names of patients, staff, wards or units should not be keyed as written but replaced with “(name)” to protect confidentiality.
- Any address information should be entered as “(address)”. Do not guess if you are unsure of text. Illegible text should be keyed using asterisk for singular words (“**”) or left blank if the whole sentence is illegible.
- Answers to the questions below (regarding age of patient) may be written on the survey in numerical or text format. Please key in numerical format. Please also note that the questions specify ‘years’ - round down so that the whole year is captured (i.e. - 18months = 1yr, 23 months = 1 year. 24 months = 2 years etc)

Parents questionnaire

How old is your child?

______________ years old
Children’s questionnaire

How old are you?

________________ years old

- When entering the data for skipped questions follow the logic below

<table>
<thead>
<tr>
<th>Question No.</th>
<th>Instruction/Logic</th>
<th>AT COMMENTS</th>
<th>QC’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>If answer to E1= 4, enter ‘99’ as the answer to E2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| E3 / G1 / A1 | If answer to E3 / G1 / A1 = 1, enter ‘99’ as the answer to:  
  - E4, E5, E6, E7, E8  
  - G2, G3, G4, G5 & G6  
  - A2 & A3 |             |      |
| E14 / G12 / A8 | If answer to E14 / G12 / A8 = 1, enter ‘99’ as the answer to:  
  - E15 / E16 / E17  
  - G13 / G14 / G15  
  - A9 / A10 / A11 |             |      |

(99=skip)