Data Logic/Entry Guidance

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 <u>not</u> 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**

How old are you?

_____ years old

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

Question No.	Instruction/Logic	AT COMMENTS	QC'd
E1	If answer to E1= 4, enter '99' as the answer to E2		
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)