**PCQ Data Entry Instructions**

**Latest Version:** 6 April 2023

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### 1. Survey Responses

* **Data entry template**
* Find this in the 1\_data\_entry >> survey\_templates folder
* **IDs**
  + Write all IDs in lower case.
  + **id\_num**: use the id from the cover page (with the circled answers).
  + **id\_num\_2**: Use the ID provided by the responded on the first or last page of the survey. If the respondent did not provide an ID on the first or last page, re-enter the ID from the front page. We will refer back to this field in case we identify coding errors in the IDs.
  + If you are in doubt about the ID, pick your best guess and make a note about it in the notes field, as follows:
    - [uncertain respondent id] ID difficult to read, could be qw1876
  + If no ID is provided anywhere, assign them the id *anon*
* **Dates**
  + Use American date format: mmddyy. Write it as one number, e.g. 010523 for the fifth of January 2023. This makes it easier to format to a date in R.
  + Use the date provided by the respondent on the survey’s front page. If the respondent has left it blank, use the date from the call sheet.
  + If the respondent provided no date and it is not known to which unit the survey belongs, use the following date: 09092099. Do NOT leave the field blank.
  + If a note has been made on the front sheet about a late collection, record this date under 'notes'. See below for more on the format for notes.
    - [survey collection date] late collection on 8/10/2022
* **When to use 999**
  + If an answer is left blank/empty
  + If an answer is illegible
  + If multiple answers have been provided
* **When individual has corrected their answer** 
  + Respondents are instructed to ‘correct’ their answer by blacking out the full field. In most cases, respondents merely scribbled an answer out. If it is *very clear* to you which answer the respondent intended to mark, count that answer. If you are in any doubt, mark it as 999.
* **No opinion questions**
  + ‘No opinion’ answers are coded as zero.
  + Be careful not to accidentally code ‘no opinion’ questions as ‘5’ because they are the last option.
* **Writing on surveys**
  + If a respondent uses writing instead of a cross to ‘check’ a box, you may consider that box checked. For example, if someone writes “most staff are very good, not all” in the box “agree”, you may code that as a 4 (for “agree”).
  + If someone uses writing across multiple boxes or outside of the boxes, without ticking a box, do not try to pick an answer for the respondent. Mark it as 999.
* **Known issues**
  + For all of the below questions, we know that it is not always clear to respondents which answers they should pick. Do NOT try to ‘guess’ or establish a ‘pattern’ for people. The same rules apply as with every other question: If someone marked an answer, stick with their answer. If someone left the question blank or marked more than 1 answer, use 999.
    - Question #170-172: people from Puerto Rico often note down that they are from Puerto Rico, unsure how to answer this question.
    - Question #164-165: Some people report that they are their own boss or ran their own business, and they are unsure how to answer this question.
    - Question #135-137: Some people do not have children or a lawyer, and are unsure how to answer this question.
    - Question #173: People who are bilingual are not sure how to answer this question.
    - Question #168-169: People often mark multiple answers to this question, likely to indicate all the levels of education they have completed.
  + If you run into these or other recurring issues, make a note under the notes tab, as follows:
    - [question ref] q170 respondent is from Puerto Rico
    - [question ref] q164 respondent is their own boss

**Yes-No Questions:**

* When you are coding Yes/No questions, you will notice that sometimes Yes is the first response and No is the second, and sometimes this order is switched. The first answer is always a 1, and the second answer is always a 2.
* **For open-ended responses:**
  + **your\_comments** Mark this field with a 1 when the respondent wrote something in the open text field, mark it with a 999 when nothing was written.
  + **text\_answer** is where you copy a respondent’s free writing. When the your\_comment field is 999, the field text\_answer should be blank.
  + Copy their writing word for word. If they misspelled something, continue to misspell it. If they used all caps, write in all caps.
  + If a respondent uses language that makes you uncomfortable, you may stop copying. Make a note in the notes field, and flag the respondent ID and unit it to your supervisor.
  + If handwriting is illegible, make a note in the notes field.
  + Keep writing continuous. Do not start on a new line even if a respondent used blank space in their answers (e.g. to separate paragraphs).
  + If identifiable details about the respondent or other incarcerated individuals are provided, hide these details using [identifiable details hidden]. You may copy proper names when it concerns members of staff.
    - Example
      * My name is Enoch Humphries and I can tell you that my cellie John Hernandez is a racist. CO Miss Smith is racist too.
      * You will record: My name is [identifiable details hidden] and I can tell you that my cellie [identifiable details hidden] is a racist. CO Miss Smith is racist too.
* **Notes field**
  + Preface your comment with one of several comment categories:
    - [survey collection date]
    - [uncertain respondent id]
    - [question ref]
    - [other researcher note]
  + Separate all notes with a semi-colon.
  + Examples:
    - Example 1: [survey collection date] 112922
    - Example 2: [uncertain respondent id] ID difficult to read. Could be qw1876; [question ref] q170 respondent is from Puerto Rico; [other researcher note] the final five pages were missing from this survey, I have marked these answers as 999

**If in doubt:**

* Refer back to relevant question on the ‘questions only’ tab of the data entry template to see how each answer should be coded.
* Do not guess, ask your supervisor.
* If you run into an issue not covered in these notes, please flag it to your supervisor so that we can update the notes and keep our approaches consistent.

### 2. Survey Participation

We copy key information from the call sheet. This is our ‘surveyed population’.

* Find the data entry template in the 1\_data\_entry >> survey\_templates folder
* ID field is lower case
* Unit is the unit – you can choose from the dropdown box.
* Cell refers to the 6 numbers for the cell under the location column. Do not use a dash to separate numbers.
  + Example: if the callsheet says E-A-1011-02, you enter 101102

### 3. Data Storage

**Harddrive**

* Naming convention for survey response file
  + Save name as pcq\_wave#\_unit\_yourinitials
  + Example: pcq\_wave2\_aa\_eg
* Naming convention for survey participation file
  + Save name as pcq\_participation\_wave#\_unit\_yourinitials
  + Example: pcq\_participation\_wave2\_aa\_eg
* If you work on a file from your computer, make sure to remove it from your computer (including your trash bin) after moving the document onto the harddrive.
* Make sure to properly (and patiently!) eject the hardrive from the computer and store it back in the brown box.
* If a harddrive has corrupted, do not open the backup harddrive. Call your supervisor.
* NEVER take the hard drive home.

**Storage cupboard**

* If you forgot the code for the cupboard, call your supervisor.
* Use colored paper as a divider when stacking different units from the same tower (ex. AA, AB, AC, and AD). Keep these stacks tower specific and organized by unit.
* Place the call sheet right below the colored stack of paper.
* When you begin a unit, finish that unit! Once you finish, log the date and your name in the file 1\_data\_entry >> data\_entry\_progress.
  + If two people are working on coding, you will each code a different unit.
  + If you need to leave before you finish your unit, do not split the unit into separate piles. Instead, please a piece of paper after the last survey you completed.
  + Never complete someone else's unit.
  + The same person should enter the participation list and the survey responses for the same unit.
* Keep each stack of surveys organized in the same order that they were entered. This helps us find surveys if we need to return to them later.

### 4. Quality Control

At the end of each survey round, we will draw a 5% sample of surveys. Another member of the team will re-enter these surveys. Coding error is inevitable and not a big concern as long as error rates are reasonable and error is random. The main purpose of this exercise is to identify non-random coding errors (e.g. ‘no opinion’ consistently coded as 5 or 999 instead of 0) and to identify unusually high rates of coding errors.