**RISK Standard Operating Procedure (SOP)**

**Interview Data Entry**

Last Edited: 7/11/2019 11:25 AM

Contents

[File Locations 3](#_Toc499712162)

First Round of Data Entry**[Error! Bookmark not defined.](#_Toc499712163)**

Second Round of Data Entry [8](#_Toc499712163)

Checking the Data [9](#_Toc499712164)

# File Locations

Interview Entry Templates

* P:\StudyData\RISK\Administration\Participants\Templates\Recovery Environment Interview

Second Round Data Folder:

* P:\StudyData\RISK\Administration\RA\Double Data Entry

Interview Tracking Spreadsheet

* P:\StudyData\RISK\Administration\Participants\Compliance\Interview Data Entry Tracking

# First Round of Data Entry

1. Check the Interview Tracking Spreadsheet to see if there are any interviews that could be entered
2. Find the participants folder
   * 1. Located in the second drawer of the file cabinet next to Candace’s desk in room 195A
     2. There is a lock box on the back of the door for room 195 with a key to open the file cabinet (code: 195)
   1. Make sure to get the interview packet, contact logs, and location logs for the appropriate visit
   2. Go into the RawData folder and click on the correct SubID
3. If you do not see the excel sheets for data entry follow this path:
   * 1. P:\StudyData\RISK\Administration\Participants\Templates and Forms\Recovery Environment Interview
     2. Ctrl + copy Templates\_Contacts through Template\_Vacations and paste these spreadsheets into the participants RawData folder
        1. Copy all files even if participant does not have any data for a given sheet i.e., no reported vacations.
     3. Rename each file by changing the word ‘Template’ to the correct SubID
4. If the data you are entering is for a follow up visit, add to the already existing files in the participants RawData folder
5. All five of the spreadsheets have the same first column for the timestamp
   1. The timestamp is the time and date of when the interview occurred
   2. For each separate visit there will be a different UTC
   3. To obtain the UTC go to the following website: <https://www.epochconverter.com/>
      1. Enter in the appropriate date and time (military time) found on the interview packet
         1. If you do not see a time on any of the documents, please see the research specialist who conducted the interview
      2. From the drop-down menu, change GMT to Local Time and click ‘Human Date to Timestamp’
      3. Open one of the spreadsheets then copy and Paste the Epoch timestamp into one of the UTC cells
         1. This will be the value that you use for all of the data you will be inputting for the current visit
         2. Change the format to Calibri, size 11 font to match the rest of the text in the spreadsheet
6. Note: while entering data you may come across entries that cannot be fully filled in. For example, when entering an irrelevant/spam contact entry
   1. The cells that are not applicable should be left blank
   2. No need to enter NA
7. Locations spreadsheet
   1. Fill in SubID on the sheet label
   2. UTC: Obtained by following the steps above.
   3. StreetAddress: Enter in location address with single spaces between the street number, street name, and street type (ex: Avenue, Boulevard, Drive, Lane, etc). Spell out street type
      1. If the street is a number i.e., 5th Street, please spell out the number (Fifth)
         1. Do not do this if the number is very large i.e., 104th street
      2. If there is a place instead of an address, go to google and type in the location to see if an address comes up
         1. Write the address on the location log
         2. If you cannot figure out the address, make a note for the research specialist to follow up at the participants next visit
            1. create a task in Asana for the research specialist
            2. Also attach a post it note to the entry in question
      3. If a range of addresses is written on the log, make a note for the research specialist to follow up at the participants next visit
         1. create a task in Asana for the research specialist
         2. Also attach a post it note to the entry in question
      4. If the range cannot be narrowed down for some reason
         1. i.e., the participant manages a number of properties in a neighborhood, please select the first address number written on the location log
   4. City
   5. State: Abbreviated name\* Enter in Country name if it is a destination outside of the United States
   6. Type: Enter in the location type. Spell out location type exactly as it appears on the location log utilized to complete the interview. If it is the participant’s home address, type in “Home.”
      1. If the participant has selected multiple areas, use the one that is most applicable.
         1. i.e., if the location is Buffalo Wild Wings and they selected Bar as well as Restaurant, code as Restaurant
   7. DrankHere: Enter Yes or No to indicate if participant has ever drunk alcohol at this location.
   8. AlcoholHere: Enter Yes or No to indicate if alcohol is available in this location.
   9. LocationEmotion: Enter Pleasant, Unpleasant, Mixed, or Neutral to indicate how participant’s experiences are when at this location.
   10. LocationRisk: Enter in High, Medium, Low, or No to indicate participant’s risk level to begin drinking again when visiting this location. If the location is one of the participant’s risky locations, enter in “High,” in the LocationRisk column.
   11. RiskAvoid: Enter in Yes or No to indicate if participant has identified this place as a place they are trying to avoid now that they are sober. The locations identified by participant as “risky locations,” will all be recorded as “Yes,” all other locations will be “No.”
   12. Vacation: If this address is a location that the participant visited while on vacation enter “Yes,” if not, enter “No.”
       1. This is something that the interviewer will have to note on the location log.
   13. If you notice that an address has already been entered, ignore the newest version and make a note on the location log that it is a duplicate
8. Contacts spreadsheet
   1. Fill in SubID on the sheet label
   2. UTC
   3. Always enter in the study participant’s cell phone number as the first contact. For type enter in “Self.”
   4. HomePhone: Enter in home phone number with no spaces between digits.
   5. CellPhone: Enter in cell phone number with no spaces between digits.
      1. This will be the default entry if cell or landline has not been circled and it is not irrelevant/spam
      2. NOTE: If a person has reported two numbers for the same individual at the same visit, they can be reported in the same row
      3. NOTE: If, however, the person reported a new number for a previously reported contact at a later visit, put the new number in a new row
   6. OtherPhone1: To be utilized if contact has a number other than a home/cell number that participant uses to reach contact. Enter in number with no spaces between digits.
      1. For any contacts listed as “Irrelevant/Spam” record the phone number under OtherPhone1. No other information will be needed or available for these contacts.
   7. OtherPhone2: Same as above
   8. Type: Enter type of relationship.
      1. Spell out relationship exactly as it appears on the contact log.
      2. If it is a family member, indicate kin type instead of “Family.” The kin types are as follows: Parent, Sibling, Child, Aunt/Uncle, Cousin, Grandparent, or Family-Other (anything not in one of the previous noted kin categories). \*\*Please Note that a step mother/father should be entered in as “Parent” and a step brother/sister should be entered in as “Sibling.” All in-laws should be entered in as “Family-Other.”
      3. “Irrelevant/Spam” refer to contacts that will be seen on the participant’s phone who do not have an impact on their recovery (ex: school notifications, spam texts like store coupons and sales notices, delivery notices, business contacts (e.g., clients, customers, vendors, etc.), other automated messages, etc.).
   9. ContactDrankPast: Enter in Never/Almost Never, Occasionally, or Almost Always/Always if participant has ever drunk alcohol with this contact.
   10. DrinkStatus: Enter in Drinker, NonDrinker, or Dont Know (enter don’t without an apostrophe) the drinking status of contact.
   11. ContactDrinkFuture: Enter in Yes, Uncertain, or No to indicate if participant thinks contact would drink alcohol in their presence.
   12. Recovery: Enter Yes, No, or Dont Know (enter don’t without an apostrophe) to indicate if contact is in recovery from alcohol or other substances.
   13. SupportStatus: Enter in Supportive, Unsupportive, Mixed, or Neutral to indicate the level of support the contact provides participant.
   14. ContactExperience: Enter in Pleasant, Unpleasant, Mixed, or Neutral to indicate how participant identifies feeling with contact.
   15. Monthly Visit: Enter in “Yes” if the participant visits the contact in their home monthly.
       1. This column is only applicable for family and friends. Do not include monthly visits to the doctor, co-workers, etc.
       2. Also, do not include “monthly” visits to family or friends that the participants lives with.
       3. Pay close attention when this is checked/filled out from the intake visit. Participants fill these out on their own and sometimes respond to this question when it is not necessary.
          1. If you’re every unsure what to enter, ask the RA who ran the visit
   16. Street Address, City, and State: If the monthly visit column is “yes” please enter the home address of the contact. Enter in location address with single spaces between the street number, street name, and street type (ex: Avenue, Boulevard, Drive, Lane, etc). Spell out street type.
9. Times spreadsheet
   1. Fill in SubID on the sheet label
   2. UTC: Obtained by following the steps above.
   3. Type: Enter in type of time-period exactly as it appears in the interview form under the weekly time-periods section.
   4. RiskOrProtect: Enter in Risky or Protective to indicate how participant views time-period.
   5. Day: Enter in Day of week (Mo, Tu, We, Th, Fr, Sa, or Su) to indicate the day of the week the time-period occurs.
   6. StartTime: Enter the start time in military time
      1. Use the following format: HH:MM
   7. EndTime: Enter the end time in military time
      1. Use the following format: HH:MM
   8. EndDate: Enter in the EndStudy date from the participant’s Excel Visit Dates file located in the participant’s raw data folder **unless otherwise indicated**.   
      \*\*\*Ex: If a participant completed an intake visit and reported that his work hours are protective from 9 am-5 pm Monday-Friday and then returns to his first follow-up appointment and reports he no longer has the same job; you will need to change the EndDate to the participant’s last date of employment instead of the EndStudy date. The last date of employment should be indicated on the participant’s follow-up interview form.

\*\*\*Important Note: When Updating Risky Times at Follow-up #1 and #2\*\*\*

If the EndDate needs to be changed from the EndStudy date please make sure to make the necessary changes. Employment, counseling sessions, IOP programs, etc..are times that may end while a participant is on-study and thus need updating.

* 1. You will include a separate entry (row) for each day for which this risk/protective time is applicable. For example, if they reported the hour after work each weekday, you would include 5 entries, one for each of the workdays of the week. You will also need a separate entry (row) for each risk/protective time that continues past midnight.
     1. For example, if they reported a risky time as Fridays from 9pm to 3am you would have an entry for Friday from 21:00 to 23:59 and one for Saturday from 00:00 to 03:00.

1. Dates spreadsheet
   1. Fill in SubID on the sheet label
   2. UTC
   3. Type: Enter in type of day exactly as it appears under the Emotionally Important Days section on the interview form.
   4. Date: Enter in Date mm/dd/yyyy
   5. These days will typically be days that occur annually, however if there are dates that occur weekly or monthly, enter in a new row for each weekly or monthly date.
2. Vacations spreadsheet
   1. UTC
   2. In Town or Out of Town: Enter either In Town or Out of Town based on which box is checked on the interview form.
   3. City
   4. State Abbreviation/Country
   5. Start Date: Enter in Date mm/dd/yyyy
   6. End Date: Enter in Date mm/dd/yyyy
3. Update the interview tracking spreadsheet with last name and date when completed
   1. Enter your last name under ‘Name of RA Entering Data’ and the Date that you completed the entry in the Interview Data Entry Tracking spreadsheet
4. When participants become off study, a second round of data entry needs to be completed
   1. Staff will assign you to complete off study data entry in Asana

# Second Round of Data Entry

1. Go to the Second Round Data Folder
   1. If the SubID that you are entering already has an excel spreadsheet, open this one
   2. If there is not a SubID excel spreadsheet, open the template spreadsheet
      1. Click Save As and save the spreadsheet with the proper SubID
      2. Make sure to update the sheet names at the bottom where denoted
   3. Ignore the “Check\_” sheets for now
2. Enter the data just as you did for first round data entry
   1. Pay particular attention to which sheet you are on
   2. Enter NA for any cell that has truly missing data
3. Record your work in the Interview Tracking Spreadsheet in the ‘Off Study’ tab

# 

# Checking the Data

1. Check with RA Supervisor before first completing this task.
2. If you will be checking the data,
   1. Open the SubID\_Contacts file, which can be found here:
      1. P:\StudyData\RISK\RawData\SubID\SubID\_Contacts
   2. You should now have the SubID\_Contacts spreadsheet and the SubID\_DoubleDataEntry spreadsheet open
   3. In the DataEntryCheck\_C sheet of the SubID spreadsheet click on cell A2 and type the following:
      * 1. =(
      1. Then click on cell A2 in the SubID\_Contacts sheet in the participants RawData folder to get the following:
         1. =('[SubID\_Contacts.xlsx]SubID\_Contacts'!$A$2
      2. Add an equals sign and then select cell A2 from the SubID\_Contacts sheet of the double data entry spreadsheet to get the following:
         1. =('[SubID\_Contacts.xlsx]SubID\_Contacts'!$A$2 = 'SubID\_Contacts'!A2)
      3. You can use F4 to maneuver each cell to read A2 (getting rid of the dollar signs)
      4. Close the parenthesis and select enter
   4. You can then drag this cell across the entire spreadsheet – to drag select the cell and hover the cursor over the bottom right corner then drag the cell to the right – then you can drag the cell down across the columns
      1. Each cell should either read TRUE or FALSE
      2. FALSE denotes that the two cells are not the same
      3. To make this easier to see you can add conditional formatting
         1. Go to conditional formatting on the toolbar and then down to ‘highlight cells rules’
         2. Then to ‘equal to’ and type FALSE
         3. All FALSE responses should now show up in red
3. Now you need to check the hard copy of the interview form
   1. If you are able to identify the error and correct it with confidence feel free to do so.
   2. If the interview form is unclear and it is possible that someone misinterpreted the form, please see the RA that ran the interview for further clarification
4. Once completed record your work in the Interview Tracking Spreadsheet in the ‘Off Study’ tab