

Indicators for School Health Programs

FY 2010

Online Data Submission System

Quick Start Guide

Published February 9, 2011



Contents

- Preparing for Data Submission 3
- How to Start the Survey..... 4
- How to Save Your Responses..... 6
- How to Respond to Error Messages 7
- Common Error Messages..... 10
- How to Exit Your Survey..... 12
- How to Submit Your Survey 14

INDICATORS FOR SCHOOL HEALTH PROGRAMS ONLINE DATA SUBMISSION SYSTEM QUICK START GUIDE

This Quick Start Guide will orient you to the *Indicators for School Health* (also called the *Indicators*) and the online data submission system that you will use to report information to the Centers for Disease Control and Prevention (CDC). This guide will describe how to prepare for data submission, how to start the survey, how to save responses, how to respond to common error messages, how to exit the survey, and how to submit your survey.

Preparing for Data Submission

Prior to accessing the online system for data submission, we highly recommend that you complete your *Indicators* in hard copy. You can download and print a PDF version of the questionnaire from the main *Indicators* webpage, <http://www.cdc.gov/healthyyouth/evaluation/indicators/index.htm>.

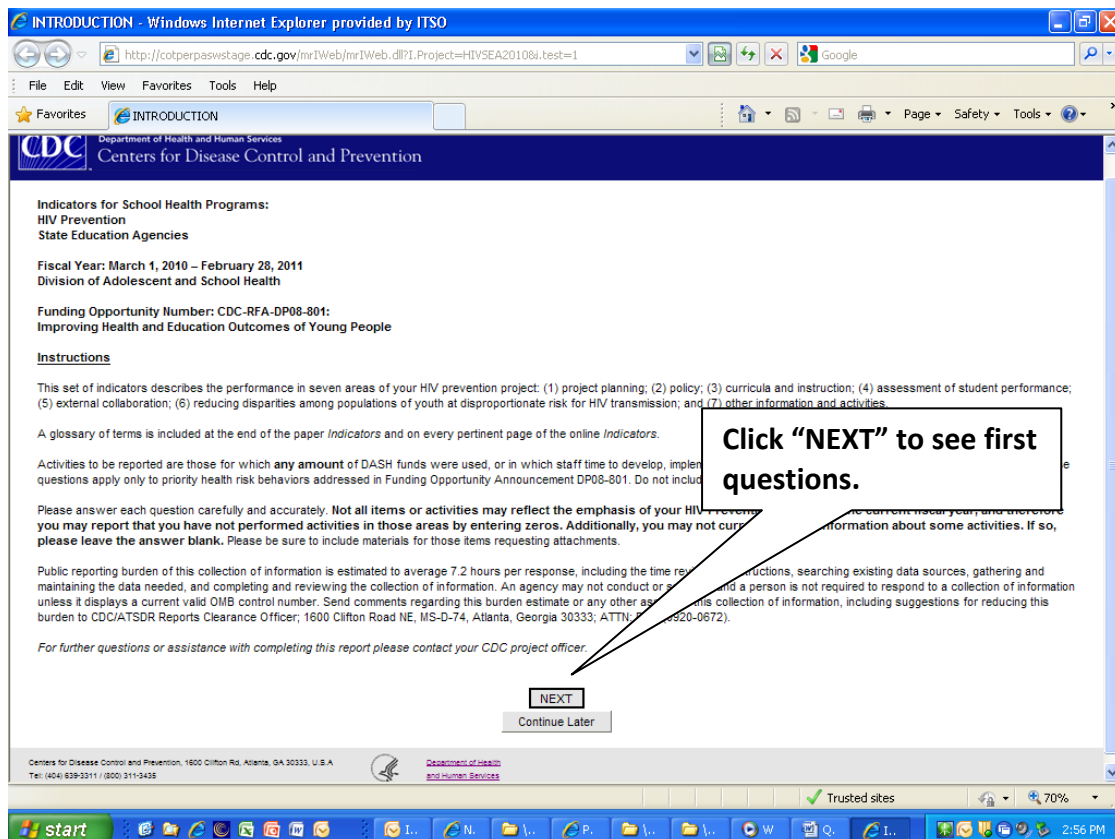
In addition, there are a few important factors that you will want to keep in mind as you prepare for data submission.

1. Consider designating one member of your staff to do the complete data entry. Although everyone at each site will use the same login information via the hyperlink, it will be easier to avoid confusion by selecting one person to oversee all data entry.
2. You will not be able to jump to specific sections. The system will start at the beginning of the questionnaire and advance question by question. This is why we recommend completing the questionnaire in hard copy first. Fortunately, if you have to stop data submission prior to completion, click on the "Continue Later" button, and your next login will return you to the point where you left off.
3. The online system now has a built in glossary, but you may still want to have a paper copy on hand. This can be found in the back of the hard copy of the questionnaire.

How to Start the Survey

Each site has a unique web address, so you will no longer need to log in. Please navigate to the survey by clicking on the hyperlink emailed to you. If you will complete a survey for more than one topic, remember to click on the hyperlink specific to each Indicators survey. Please don't hesitate to contact the Evaluation Research Team (ERT) if you need assistance.

On the Introduction page of the *Indicators*, you can confirm that you have accessed the correct questionnaire (HIV Prevention, Asthma, or CSHP), and review the instructions. Scroll down and click "NEXT" to answer the first questions.



This takes you to the first page of the survey where you can begin to enter your responses. There are several elements to a survey page. The elements include:

- **Navigation button** – The buttons allow you to move between pages. **Note:** At times, you will need to scroll to the bottom of the page to see the navigation buttons.
- **Radio button** – The buttons allow you to click the appropriate response. You will be allowed to select only one response per question.
- **Response boxes** – The boxes allow you to type text or numbers for your answers. Note: You will receive an error message if you enter text into a box set up for a numeric response.
- **Check boxes** – The boxes allow you to mark appropriate responses.
- **Glossary link** – This link allows you to access the Indicators glossary from any point of the questionnaire.

Page2 - Windows Internet Explorer provided by ITSO

http://cotperpaswstage.cdc.gov/mr1Web/mr1Web.dll

File Edit View Favorites Tools Help

Page2

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

This is a Glossary link, which will always open in a new window.

[Click here for Glossary](#)

4. In FY 2010, which of the following planning and evaluation activities did your project carry out?

	YES	NO
A. Conduct or review Program Inventory	<input type="radio"/>	<input checked="" type="radio"/>
B. Develop or revise a five-year strategic plan	<input checked="" type="radio"/>	<input type="radio"/>
C. Conduct formative evaluation	<input type="radio"/>	<input checked="" type="radio"/>
D. Create or revise a logic model	<input type="radio"/>	<input type="radio"/>
E. Write SMART objectives	<input type="radio"/>	<input checked="" type="radio"/>
F. Conduct process evaluation	<input type="radio"/>	<input checked="" type="radio"/>
G. Conduct outcome evaluation	<input type="radio"/>	<input checked="" type="radio"/>
H. Select or review School-Level Impact Measures (SLIMs)	<input type="radio"/>	<input checked="" type="radio"/>
I. Develop success stories	<input type="radio"/>	<input checked="" type="radio"/>
J. Other	<input type="radio"/>	<input checked="" type="radio"/>

This is a radio button.

These are navigation buttons.

PRIOR NEXT
Continue Later

start SPSS Technic... Inbox - Micro... Page2 - Wind... Quick Start G... 1:41 PM

Page47 - Windows Internet Explorer provided by ITSO

http://cotperpaswstage.cdc.gov/mr1Web/mr1Web.dll

File Edit View Favorites Tools Help

Page47

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

This is a check box.

[Click here for Glossary](#)

27. During FY 2010, what activities did your project conduct to increase the capacity of districts and schools to reach the youth your project identified as being at disproportionate risk for HIV transmission? (Mark all that apply.)

<input type="checkbox"/> Partnering with agencies to deliver programs within school settings to youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Partnering with agencies to deliver programs outside school settings to youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Partnering with health agencies to provide health services in or out of school settings to youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Promoting student organizations that reach youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Providing programs and services that reach youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Other - Please specify _____

This is a response box.

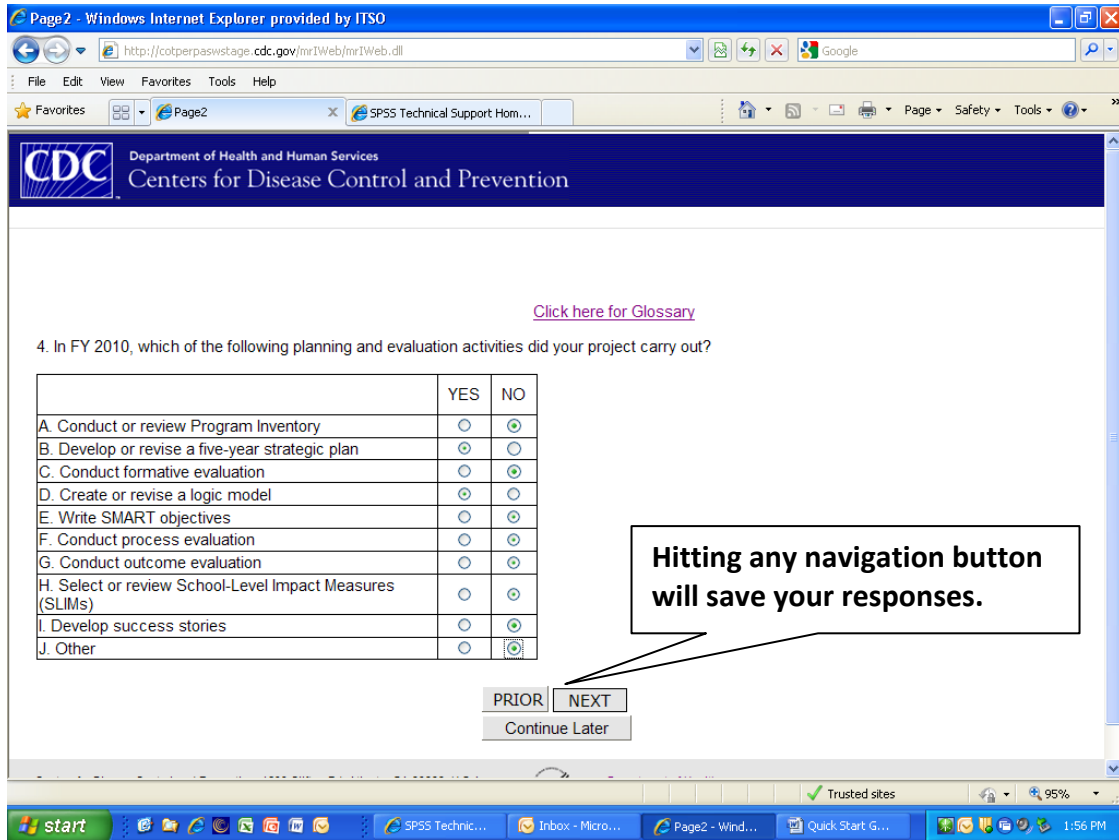
28. For the activities conducted during FY 2010 to increase the capacity of districts and schools to reach the youth your project identified as being at disproportionate risk for HIV transmission, what topics were included? (Mark all that apply.)

<input type="checkbox"/> Identifying strategies to increase involvement of youth at disproportionate risk for HIV transmission in programs and services
<input type="checkbox"/> Providing culturally or linguistically competent educational programs or services for youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Understanding the HIV prevention needs of youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Building the skill of school administrators, faculty, or staff to address youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Reaching families of youth at disproportionate risk for HIV transmission
<input type="checkbox"/> Other - Please specify _____

start SPSS Technic... Inbox - Micro... Page47 - Win... Quick Start G... 1:48 PM

How to Save Your Responses

Your responses are automatically saved every time you navigate from one page to the next. You do not have to enter your responses all at once. By clicking the “Continue Later” navigation button, your answers will be automatically saved as you exit the survey. When you use your custom link to return, your survey will resume at the point you (or the last person to enter data for your site) left off.



How to Respond to Error Messages

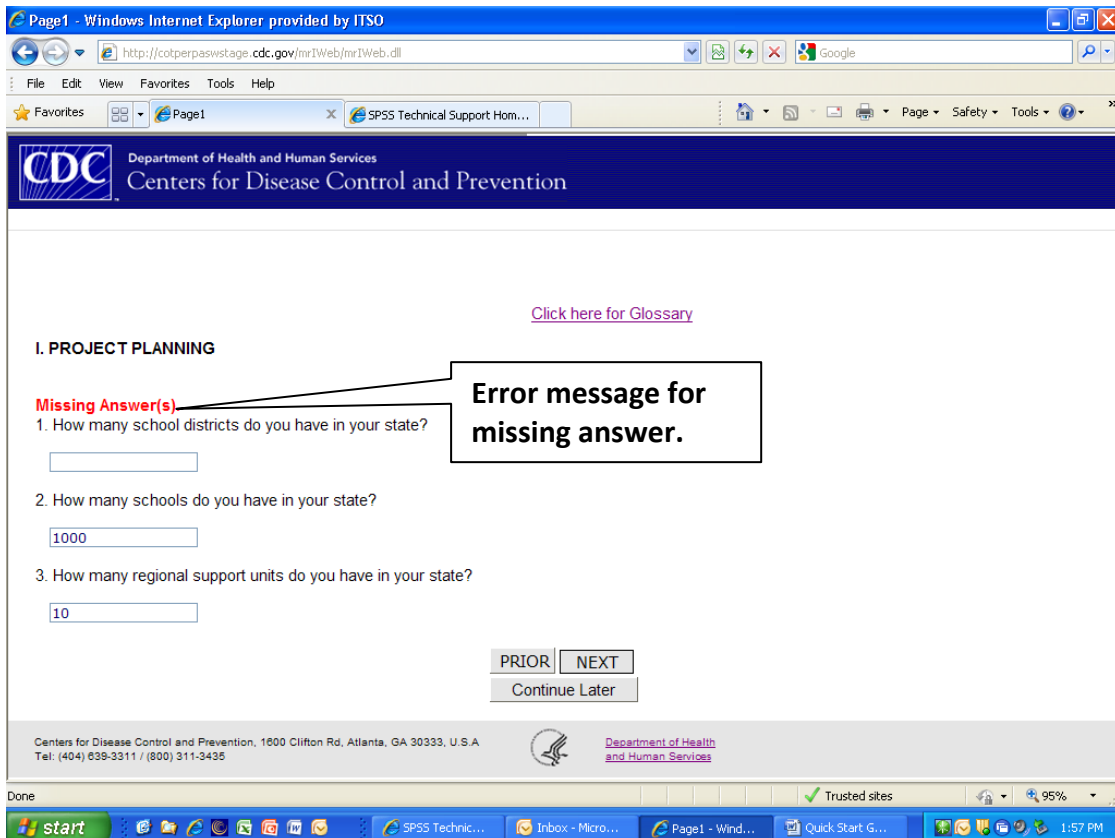
Your answers automatically undergo a series of logic checks as you navigate from page to page. There are several types of error message that you may encounter. These include:

1. Missing answers;
2. Incorrect response type; and
3. Inconsistent responses.

Error messages are displayed in red text and will be located above the questions they reference. You will not be able to advance until the error is corrected.

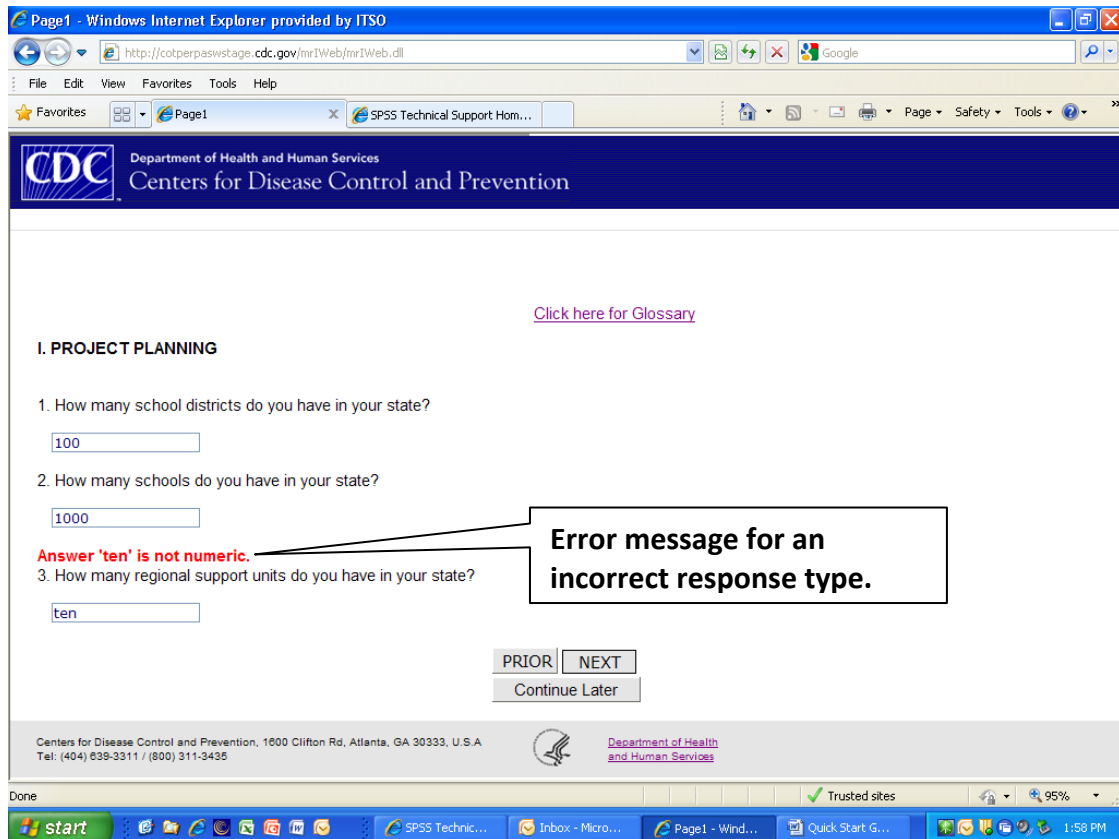
Missing Answers

If you inadvertently skip a question, the system will display an error message and prevent you from advancing in the survey. The figure below provides an example of such a message. To resolve one of these messages, simply respond to the relevant question.



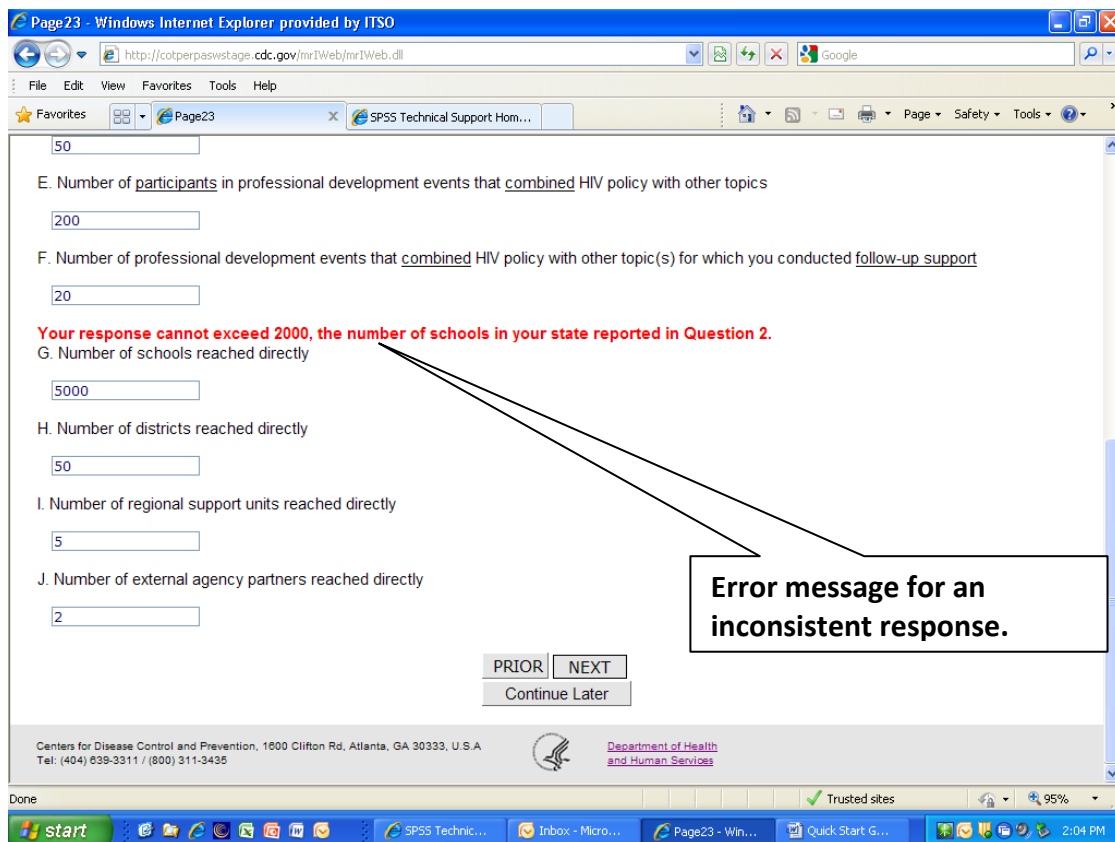
Incorrect response type

If you enter letters into a response box that requires a numerical response, the system will display an error message and prevent you from advancing in the survey. The figure below provides an example of such a message. To resolve one of these messages, simply change your response to the type of data requested (in this case, change “ten” to “10”).



Inconsistent responses

The system is designed to check some of your responses against other questions in the survey. For example, the first page of your survey contains a question about the number of schools in your state or local education agency. Every time you answer a “number of schools reached” question, the system will check your response against your response to total number of schools on the first page. Any response greater than that number, will trigger an error message and prevent you from advancing in the survey. The figure below provides an example of such a message. To resolve one of these messages, you must resolve the inconsistency – either by changing the response to the question with the error message or by returning to the first page of the survey and by changing the response to the correct “total”.



There are several types of inconsistencies that the system will automatically detect. All inconsistencies will trigger errors and prevent you from advancing in the survey. To avoid entering inconsistent data, consider using the checklist provided in Table 2.

Table 2. Checklist for Data Consistency.

Checklist for Data Consistency	
✓	Make sure all of your “districts reached” responses are no greater than your response for total number of districts on page 1.
✓	Make sure all of your “schools reached” responses are no greater than your response for total number of schools on page 1.
✓	Make sure all your “regional support units reached” responses are no greater than your response for total number of regional support units on page 1.
✓	For the Professional Development Event questions, make sure your “number of events for which follow-up was conducted” responses are no greater than the number of events you report.
✓	For all Professional Development Event questions, remember that each person can only represent one entity (an external agency partner, a RSU, a district, OR a school), and each entity is only counted once. Make sure your responses to follow-up questions about number of schools, districts, RSUs, or external agency partners reached <i>add up</i> to be <i>equal to or less than</i> the number of participants in the professional development events.

Common Error Messages

The table below provides a list of error messages you may encounter during the data entry process. The column on the right provides tips for resolving each error message. If you cannot correct the error after following the tips below, please contact a member of the ERT for assistance.

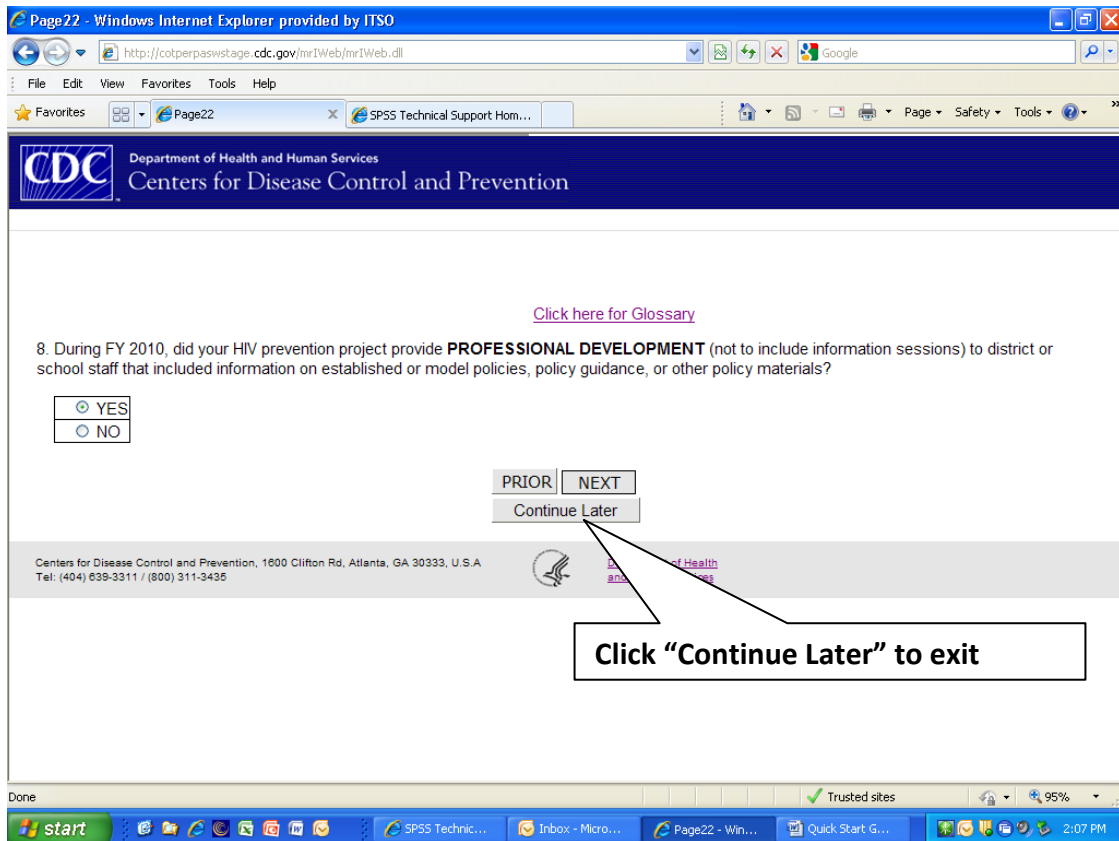
Table 3. Error Messages and Correction Tips.

Error Message	Steps for Correcting Error
Missing answer(s)	Make sure you have entered a response for each question.
Answer 'XXX' is not numeric.	Change your response to a number. This error message appears when text has been entered into a field that accepts only numbers.
Your response cannot exceed ##, the number of districts in your state reported in Question 1.	Change your response so that your response to the current question is less than or equal to your response to question 1 (total districts in your state). This error message appears when you claim to have “reached” more districts than you reported having in your state.
<p>Your response cannot exceed ##, the number of schools in your state reported in Question 2. <i>(applies to SEAs)</i></p> <p>-or-</p>	Change your response so that your response to the current question is less than or equal to your response to question 2 (total schools in your state). This error message appears when you claim to have “reached” more schools than you reported having in your state.
Your response cannot exceed ##, the number of schools in your district reported in Question 1. <i>(applies to LEAs)</i>	Change your response so that your response to the current question is less than or equal to your response to question 1 (total schools in your district). This error message appears when you claim to have “reached” more schools than you reported having in your district.

<p>Your response cannot exceed ##, the number of regional support units in your state reported in Question 3.</p>	<p>Change your responses so that your response to the current question is less than or equal to your response to question 3 (total regional support units in your state). This error message appears when you claim to have “reached” more regional support units than you reported having in your state.</p>
<p>The number of events for which you provided follow-up cannot exceed the number of events.</p>	<p>Change your responses so that your response to the question about follow-up is less than or equal to your response to the total number of professional development events. This error message appears when you claim to have provided follow-up for more events than you reported having.</p>
<p>The total number of participants at professional development events must be greater than or equal to the combined total of schools, districts, regional support units, and external agency partners reached. <i>(applies to all questionnaires)</i></p> <p>-or-</p> <p>The total number of participants at professional development events (B + E) must be greater than or equal to the combined total of schools, districts, regional support units, and external agency partners reached. <i>(applies to HIV questionnaire only)</i></p>	<p>Change your responses so that the total number of participants is greater or equal to than the sum of your responses for schools, districts, regional support units, and external agency partners reached. This error message appears when the number of entities you claim to have reached exceeds the number of participants in your event.</p> <p>Change your responses so that the sum of your number of participants (answer to question B + answer to question E) is greater or equal to than the sum of your responses for schools, districts, regional support units, and external agency partners reached. This error message appears when the number of entities you claim to have reached exceeds the number of participants in your events.</p>

How to Exit Your Survey

If you wish to exit the survey before you have entered all of your responses, simply hit the “Continue Later” navigation button at the bottom of the page. When you return to the survey at a later time using your custom link, the system will bring you to the page where you left off.

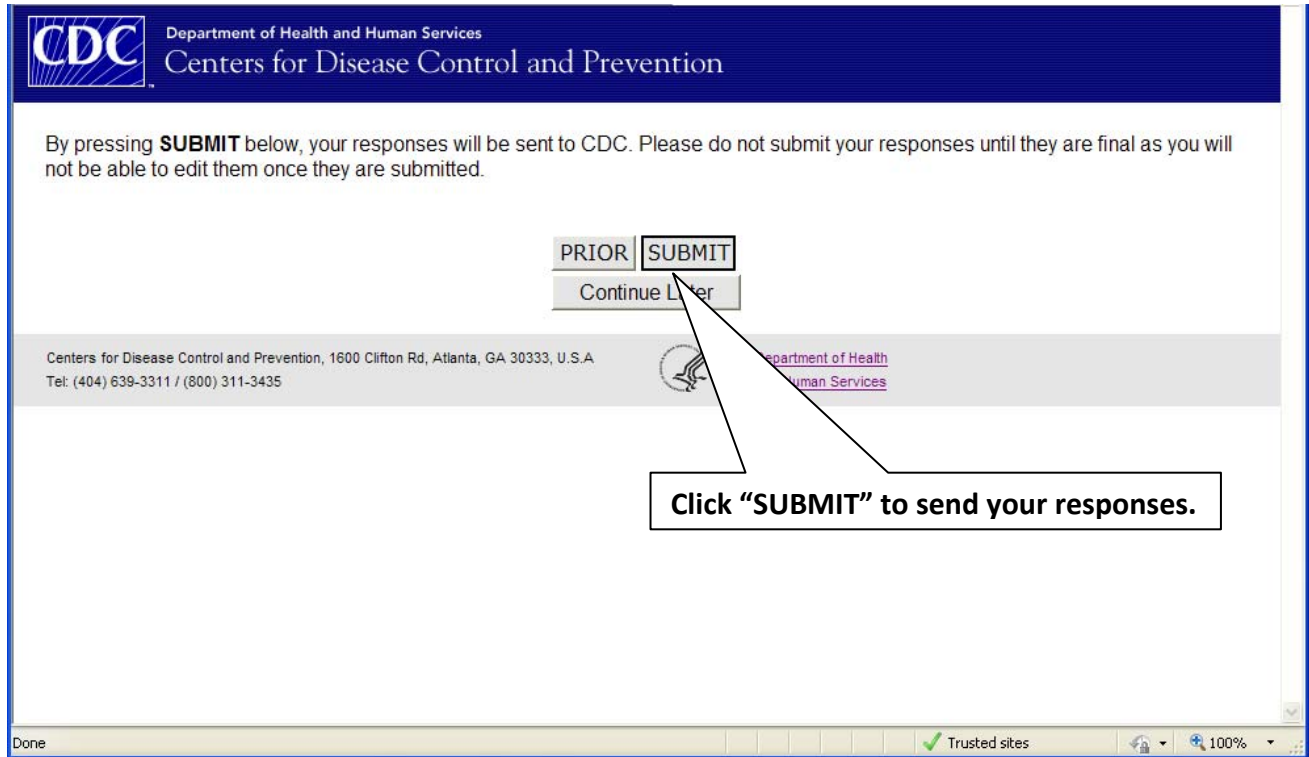


If you accidentally exit the survey by closing the window (instead of hitting the “Continue Later” button), you will not be allowed to access the survey for approximately 10 minutes. Instead, you will receive an error message when you login. After 10 minutes, your access to the survey will be restored automatically.

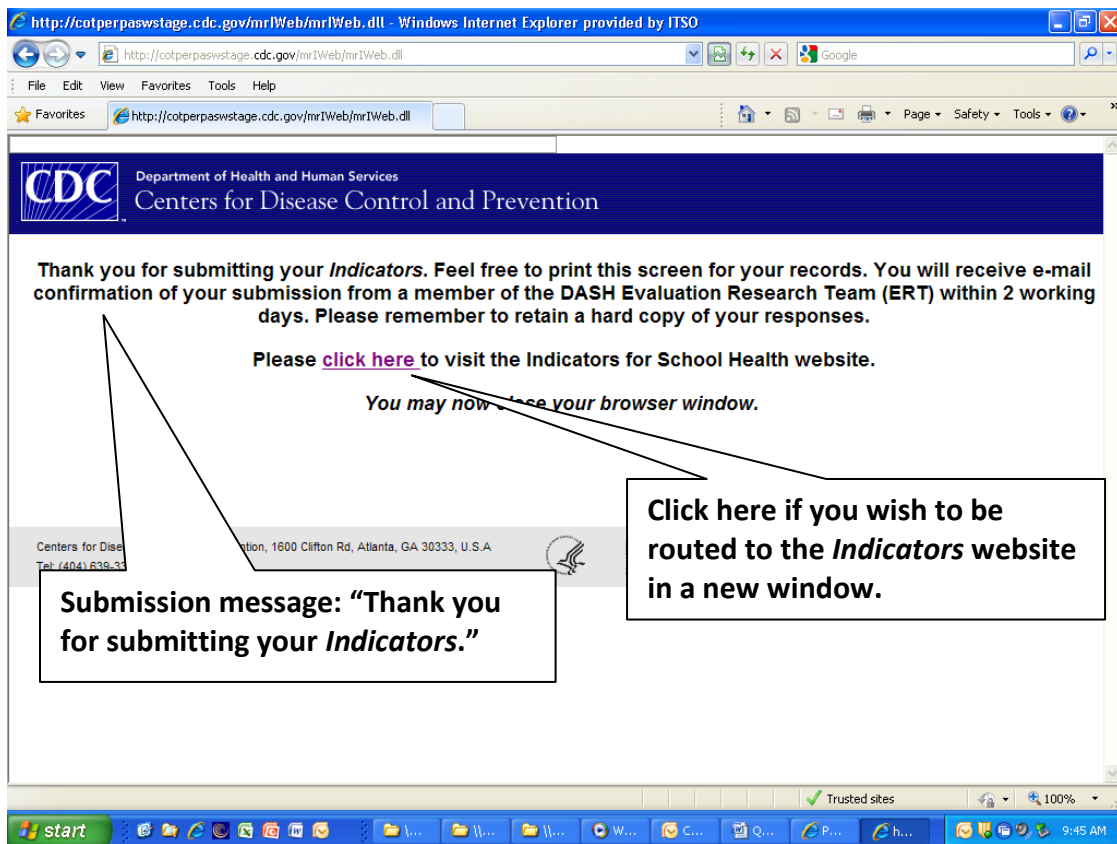


How to Submit Your Survey

Once you have completed the last question of the Indicators, you will see the screen below. Pressing “Submit” will send your answers to CDC, and you will not be able to edit your responses. If at this point, you need to change responses, please click “Prior” to navigate to the appropriate question to make your changes.



After you click “Submit”, you will see a screen that says “Thank you for submitting your Indicators.”



Please retain the hard copy of your questionnaire for your records. After CDC receives your *Indicators*, you will receive an e-mail confirmation, and after data have been reviewed and verified, you will receive a PDF version of your completed questionnaire.

Questions?

We know that you may have questions about the survey questions and/or the web-based application. If you have questions about the content of the survey or need help with your responses, contact your CDC Project Officer.

If you have technical difficulties, please contact the Evaluation Research Team.

Email: ert@cdc.gov