



Data Logic/Entry Guidance

Entry Guidance

- f* 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.
- f* 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.
- f* 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.**
- f* If a response is missing for any reason, it should be left blank.
- f* Some questions have instructions to the respondent to skip following questions, ignore this instruction
- f*

Children's questionnaire

How old are you?

_____ years old

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

Question No.	Instruction/Logic	ATCOMMENTS	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)