



School Health Policies and Programs Study (SHPPS) Data Collection Management System

Ben Harper

Tonja Kyle

Macro International Inc.

7315 Wisconsin Avenue, Suite 400W, Bethesda, MD 20814

(301) 657-3070 | www.orcmacro.com

- ❖ The data collection management system was used to support a collection with:
 - 18,200 respondents
 - 68 data collectors in the field
 - 1,100 site visits
 - 50 States
- ❖ Planning efficiency was a top priority
- ❖ Each data collector needed to visit:
 - 2 schools each week
 - 2 days at each school
 - 9+ data collections per school



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MACRO


(SHPPS) Data Collection Management System

❖ Will Be Discussing:

- The data collection
- The system designed to support it
- Features developed to insure efficiency
- Lessons learned



Study Overview

- 
- ❖ Funded by the Centers for Disease Control and Prevention (CDC), Division of Adolescent and School Health (DASH)
 - ❖ Also funds/supports other surveillance studies:
 - Youth Risk Behavior Survey (YRBS)
 - State-level YRBS studies



MACRO

(SHPPS) Data Collection Management System

❖ Assessed eight components of school health programs:

- Health education
- Physical education
- Health services
- Mental health and social services
- School policy and environment
- Food service
- Faculty and staff health promotion
- Family and community involvement

❖ History

- First conducted in 1994, the study is conducted every 6 years
- Interviews conducted at the elementary, middle/junior and senior high school levels
- District- and state-level interviews conducted using Computer Assisted Telephone Interviewing (CATI)
- School- and classroom-level data collected via Computer Assisted Personal Interviewing (CAPI)
- SHPPS 2006 targeted all 50 States and DC, 819 districts and 1,420 schools

❖ Study Challenges

- Recruit and track contacts and respondents from 50 States, 819 districts and 1,420 schools times 7
- Generate tailored letters with individualized cc: lists and inserts for contacts and respondents
- Manage participation and respondent status
- Schedule 1,420 schools for data collection to occur in a 12-week window

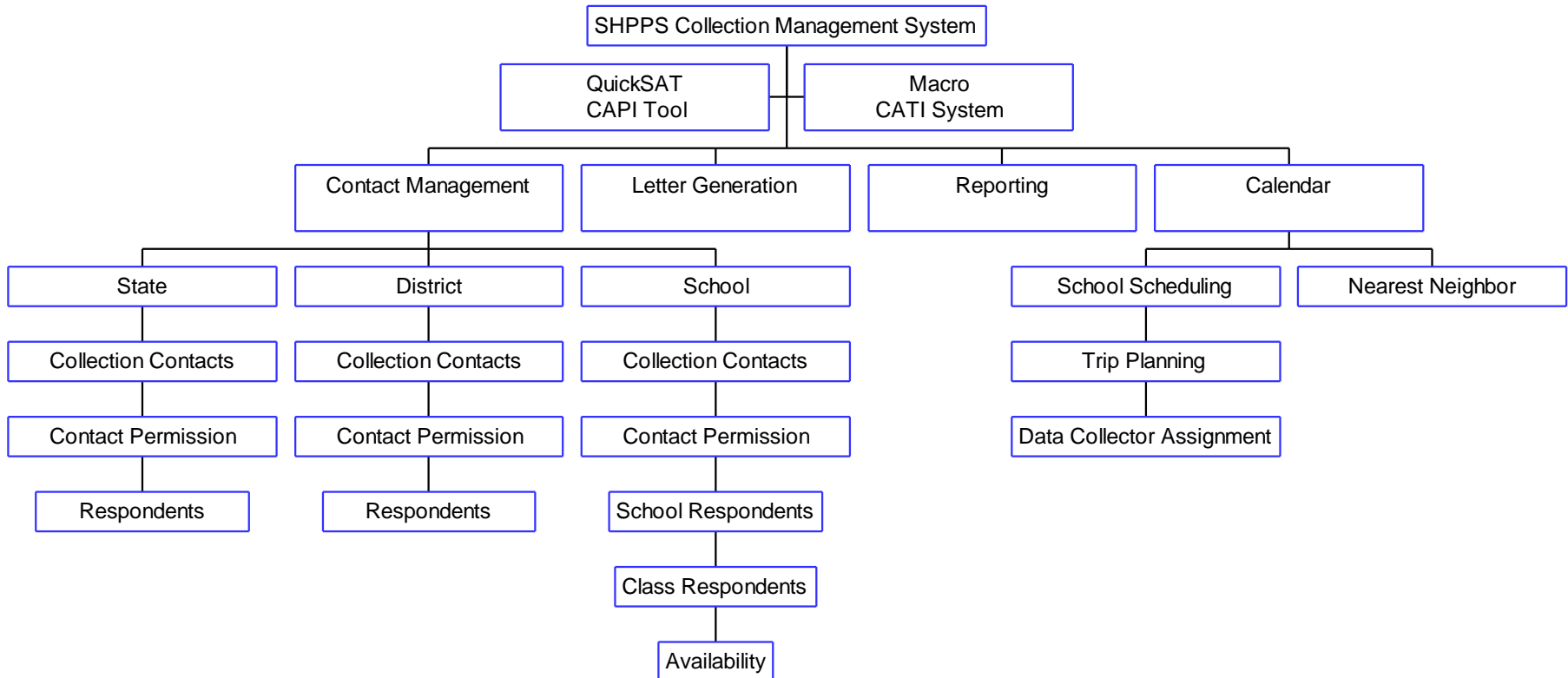
❖ Study Challenges (continued)

- Locate schools in the sample that are clustered together for a more timely and cost effective approach to data collection
- Randomly select courses and teachers from within each sampled school
- Manage 68 data collectors and their CAPI workstations
- Manage uploading of completed CAPI records
- Resolve data errors



The Collection Management System

Logical layout






School Health Policies and Programs Study (SHPPS 2006) Data Collection and Management System

Welcome, Ben Harper

Through the menus listed in the screen tabs above, Administrative Users may access the following functions:

- ◆ [Contacts](#)—View and edit State, district and school contact information and collect respondents. This menu includes the following information:
 - ◇ Organizational information
 - ◇ Contact information
 - ◇ CC Lists used to generate letters
 - ◇ Letter Inserts
 - ◇ Participation
 - ◇ Respondents
- ◆ [Letters](#)—Generate letters to schools, districts, and schools.
- ◆ [Admin](#)—Control users and organizations listed in the system. This menu contains the following admin options:
 - ◇ Manage Users
 - ◇ Add Districts
 - ◇ Add Schools
 - ◇ Disable Districts
 - ◇ Disable Schools

The Collection Management System...
As Told by The Interface Designer

- 
- A horizontal blue bar with a series of vertical segments of varying lengths, creating a stepped effect.
- ❖ Recruiters were well represented during the design process.
 - ❖ Their workflow was well documented and understood.
 - ❖ The Contacts database designed for them performed well, and the design has been carried forward into newer systems.



Maryland → QUEEN ANNE'S CO PUBLIC SCHOOLS → KENT ISLAND HIGH SCHOOL →
 State = Maryland (21) District = QUEEN ANNE'S CO PUBLIC SCHOOLS (665) School = KENT ISLAND HIGH SCHOOL (0634)

[School Information](#)
[Contacts](#)
[CC Lists](#)
[Letter Inserts](#)
[Participation](#)
[School Respondents](#)
[Class Respondents](#)

School Information

SCHOOL INFORMATION

* Denotes required field.

* School Name:
 School ID:
 Address 1:
 Address 2:
 City:
 * State:
 * Zip Code:
 PSU:
 * Office Phone:
 Office Phone Extension.:
 Alternative Phone:
 Alternative Phone Extension.:
 School Level:
 School Enrollment:
 School Size:
 Region:
 School Low Grade:
 School High Grade:
 Span School:
 Availability Notes:
 Logistics:
 School QED ID:

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[School Information](#)
[Contacts](#)
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[Letter Inserts](#)
[Participation](#)
[School Respondents](#)
[Class Respondents](#)

[Main Contact/Principal](#)
[Delegated Contact](#)
[Additional Contacts](#)

MAIN CONTACT

Copy from another contact:

* Denotes required field

Prefix:
 * First Name:
 Middle Initial:
 * Last Name:
 Suffix:
 Title:
 * Primary Organization:
 Secondary Organization:
 Street Address 1:
 Street Address 2:
 City:
 State:
 ZIP Code:
 * Office Phone:
 Alternative Phone:
 Cell Phone:
 Fax:
 E-mail:
 Secretary's Name:



Maryland [v] [a] [d] Choose District [v] [a] [d] Choose School [v] [a] [d]

State = Maryland (21)

Participation

This State has been invited to participate.

HAS THIS STATE AGREED TO PARTICIPATE AS A RESPONDENT?

No Decision Agreed Refused

HAS THIS STATE PROVIDED A LETTER OF SUPPORT?

No Decision Agreed Refused

Save



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CC List

Letters sent to this school will include all the names marked with a check in the CC column below. If you wish to have FedEx, PowerShip, or mailing label output generated for a CC, make that selection in the Send Mail column.

Letters to This School

Statewide cc - copied on all district- and school-level recruitment letters in that specific state (e.g., state superintendent).

Source	CC	Name, Organization	Send Mail		
State-Wide:			None	FedEx	Mail
	<input checked="" type="checkbox"/>	Nancy Grasmick Maryland Department of Education	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input type="checkbox"/>	Tonja Kyle Orc	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Districtwide cc - copied on all school-level recruitment letters in a specific district (e.g., district superintendent).

Source	CC	Name, Organization	Send Mail		
District-Wide:			None	FedEx	Mail
	<input type="checkbox"/>	BERNARD SADUSKY QUEEN ANNE'S CO PUBLIC SCHOOLS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

School-specific cc - copied on specific school's recruitment letter (e.g., an advocate with the specific school).

Source	CC	Name, Organization	Send Mail		
School-specific:			None	FedEx	Mail

No records are available at this time.



Maryland →
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[Class Respondents](#)

Respondents

Module Title	Current Respondent or Response Status	Add or Change Respondent or Response Status
1. Health Education	No Respondent Identified	New Nonresponse
2. Physical Education	No Respondent Identified	New Nonresponse
3. Physical Education - Interscholastic sports	No Respondent Identified	New Nonresponse
4. Health Services - Records, immunizations, and TB testing requirements, health services policies	No Respondent Identified	New Nonresponse
5. Health services staff, educational background, and collaboration	No Respondent Identified	New Nonresponse
6. Health Services -Facilities, equipment, reports, health services, provision and off-site services	No Respondent Identified	New Nonresponse
7. Mental Health and Social Services	No Respondent Identified	New Nonresponse
8. School Policy and Environment- General school environment	No Respondent Identified	New Nonresponse
9. School Policy and Environment- Physical school environment	No Respondent Identified	New Nonresponse
10. School Policy and Environment- General school environment continued	No Respondent Identified	New Nonresponse
11. Food Service	No Respondent Identified	New Nonresponse
12. Faculty and Staff Health Promotion	No Respondent Identified	New Nonresponse

[Continue](#)



- ❖ Letters requesting participation in the data collection were sent to states, districts, schools, and participants.
- ❖ Thousands of letters.
- ❖ The letters merged information from the contact database for both their content and their cc: listings.
- ❖ However, the workflow for letter generation was not entirely known at design time, and we never had the opportunity to speak to the users who would be performing that task.

State Respondent Letter—Choose State

Select the States that you want to send letters to and the mailing format that you want to use for the primary contact's address.

Send To

[Select All](#)
[Select None](#)

Select	Name	FedEx	Mail
<input checked="" type="checkbox"/>	Alabama	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Alaska	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	California	<input type="radio"/>	<input checked="" type="radio"/>

Select	Name	FedEx	Mail
<input type="checkbox"/>	Colorado	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Connecticut	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Iowa	<input type="radio"/>	<input checked="" type="radio"/>

Select	Name	FedEx	Mail
<input type="checkbox"/>	Massachusetts	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Missouri	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	Texas	<input type="radio"/>	<input checked="" type="radio"/>

March 6, 2007

John Smith
 101 Test Avenue
 [Address2]
 Birmingham, AL 00000

Dear Respondent:

We are writing to inform you that you have been identified as the person in your state who is best able to answer questions concerning policies and programs your state may or may not have regarding the following topic(s) for the School Health Policies and Programs Study 2006 (SHPPS):

TOPIC AREA	ACCESS ID
Health Education	01000101

SHPPS is the largest, most comprehensive assessment of school health policies and programs, and is conducted at the state, district, school, and classroom levels nationwide. The study provides data to help improve school health policies and programs. SHPPS was conducted in 1994 and 2000, and data collection for the 2006 study will begin in January 2006. The study is sponsored by the Centers for Disease Control and Prevention (CDC), and is conducted under the authority of the Public Health Service Act (42 USC 241). All 50 states and the District of Columbia are being invited to participate. Further, a national sample of approximately 800 districts and 1,500 schools has been randomly selected to participate in the study.

Telephone interviews will be conducted January through March 2006. Our staff is flexible and can arrange for an interview time that is convenient for you -- this can be before, during, or after business hours, as well as weekends. We are estimating that a topic interview should take an hour or less to complete. If you are responding to more than one interview, the interviews do not have to be scheduled to occur at the same time.

Enclosed is a study fact sheet, content outline(s) that lists the topics that will be discussed during the interview, a participant notification document that notifies you of your rights as a participant, and a copy of the questionnaire(s) that you can use in preparation for the interview.

Starting in January, representatives from ORC Macro will be available to conduct this interview with you. Please contact ORC Macro at 800-427-4275 to initiate an interview or arrange for an appointment time. Be sure to have this letter with your Access ID number(s) on hand when you call. In the meantime, if you have any questions about the study, please contact us toll-free at 800-287-1815.


Thank you again for participating.

Sincerely,

Lori A. Gross
 Project Director, SHPPS 2006

Tonja M. Kyle
 Project Director, SHPPS 2006

cc: John John
 Nancy Brener, CDC/DASH

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- A horizontal blue bar with a series of vertical lines of varying heights extending downwards from its right side, creating a decorative graphic element.
- ❖ With data collectors traveling across the country it was important to align their schedules with the geography.
 - ❖ Schools that were ready for visits were placed on the calendar.
 - ❖ Groups of nearby schools could be put into a trip which could be assigned to a data collector.
 - ❖ What do you do when an isolated school needs to be visited? Look for other schools in the same county? The same State?

Find Nearby Schools

Enter the school ID to view nearby schools.


School ID:

Schools in the same PSU as RIPPOWAM MIDDLE SCHOOL (1041)

School Name (School ID)	City, State Zipcode	PSU	Status: Dates Scheduled	Availability Notes
KING & LOW-HEYWOOD THOMAS SCH (0637)	STAMFORD, CT 06905-1501	069010		
LONG RIDGE SCHOOL (0715)	STAMFORD, CT 06903-1529	069010		
TRINITY CATHOLIC HIGH SCHOOL (1319)	STAMFORD, CT 06905-2519	069010		
WESTOVER MAGNET SCHOOL (1408)	STAMFORD, CT 06902-2133	069010	Week Targeted: Week 1 (February 6-February 10) Firm: 04/04, 05/05, 06/06	

Schools nearby RIPPOWAM MIDDLE SCHOOL (1041)

School Name (School ID)	City, State Zipcode	PSU	Distance From School (miles)	Status: Dates Scheduled	Availability Notes
ARDSLEY HIGH SCHOOL (0045)	ARDSLEY, NY 10502-1402	105330	16		
IMMACULATE CONCEPTION SCHOOL (0592)	IRVINGTON, NY 10533-1862	105330	17		
ANNUNCIATION SCHOOL (0034)	TUCKAHOE, NY 10707-1311	107010	17		
DOBBS FERRY HIGH SCHOOL (0321)	DOBBS FERRY, NY 10522-1143	105330	18		
DOBBS FERRY MIDDLE SCHOOL (0322)	DOBBS FERRY, NY 10522-1143	105330	18		
MASTERS SCHOOL (0772)	DOBBS FERRY, NY 10522-2201	105330	18		
ST EUGENE SCHOOL (1192)	YONKERS, NY 10710-5201	107010	18		

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- A horizontal decorative bar consisting of a long solid blue rectangle followed by a series of ten smaller blue squares of varying sizes, decreasing in size from left to right.
- ❖ The Calendar interface combined the needs of the school, the wishes of the data collector, and the limitations of linear time into one interface.
 - ❖ The task it supported was very complex, so the interface provided some tools to reduce complexity.
 - ❖ With training the calendar was effective for its intended task, and supported workflow that kept the data collection moving forward.



Calendar

Click on the school name to edit, move, or delete the associated data collection. Click on the **New Collection** button to add a school to the calendar. Schools that have not yet been confirmed for the date listed are displayed with a **red background**; schools that are only tentatively scheduled are displayed with a **yellow background**.

School:

Calendar Week:

Collector/Route Region: and/or School Region:

	◀ WEEK 5 ▶	Monday/Mar 6	Tuesday/Mar 7	Wednesday/Mar 8	Thursday/Mar 9	Friday/Mar 10
Data Collectors						
Tonja Kyle Region: Mid Atlantic				BABOQUAVARI HIGH SCHOOL (0068) SELLS, AZ Status: Firm 🕒 (1/2)		
Peter Shannon Region: South Atlantic		RIPPOWAM MIDDLE SCHOOL (1041) STAMFORD, CT Status: Firm 🕒 (2/3)		RIPPOWAM MIDDLE SCHOOL (1041) STAMFORD, CT Status: Firm 🕒 (3/3)		
Unassigned Routes						
There are no routes scheduled for this week						

Schools targeted for this week:

- ◆ [ST JAMES SCHOOL](#), BASKING RIDGE, NJ

Calendar—Browse Schools

You can search by school name or school ID by entering all or part of the name or ID. Leave the field blank to view all schools. You may filter the list of schools by selecting a school region, calendar week, data collection status and/or school type.

After displaying schools, you may select one to use in this data collection by clicking on the radio button next to the school's name. Schools that have not yet been confirmed for the date listed are displayed with a **red background**. Schools that are only tentatively scheduled are displayed with a **yellow background**.

Filter Results

School name or ID:

School region:

Calendar week:

Data collection status:

School type:

Schools Found

School Name	School ID	PSU	City, State	On Calendar?	Status: Dates Scheduled	School Availability
<input type="radio"/> ABILITY PLUS SCHOOL	0005	927800	TUSTIN, CA	No		
<input type="radio"/> ASHFORD ACADEMY	0051	363010	ASHFORD, AL	No		
<input type="radio"/> assar	1493	435342	, AL	Yes	Week Targeted: Week -4 (January 2–January 6) Tentative: Week Targeted: Week 1 (February 6–February 10)	
<input type="radio"/> BABOQUAVARI HIGH SCHOOL	0068	856340	SELLS, AZ	Yes	Firm: 03/08, 03/15 Firm: 03/14 Date Targeted: 02/14	
<input type="radio"/> CARVER MIDDLE MAGNET SCHOOL	0202	363010	DOTHAN, AL	Yes	Firm:	

SCHOOL

School Name : ASHFORD ACADEMY
 School ID: 0051
 PSU: 363010
 Address: 1100 N BROADWAY ST , ASHFORD AL 36312-3554
 Phone number: 334-899-3286
 Main contact: DAVID GRIGGS , PRINCIPAL
 Main contact phone: 334-899-3286
 Delegated Contact:
 School Availability:
 Scheduled: No
 Logistics:

COLLECTION DATES

Collection dates can only be deleted if there are no modules scheduled for that date. After selecting an alternate date and updating the schedule, you may remove the original date by clicking on the **Clear** button.

School is targeted for a specific week.

Choose target week:

School **is targeted, but has not agreed to** the following date(s).

School has agreed to the following date(s) **tentatively**.

School has agreed to the following date(s) **firmly**.

First date: (MM/DD)
 Next date 1: (MM/DD)
 Next date 2: (MM/DD)
 Next date 3: (MM/DD)
 Next date 4: (MM/DD)

DATA COLLECTOR OR ROUTES

Data collectors can only be selected for schools for a specific date. If a collection is targeted for a specific week, it cannot be assigned to either a data collector or route. If you have not yet identified a specific data collector, you can choose to add the collection to an existing route or to a new route that you have created.

No data collector or route assigned


Assigned to a **data collector**:

Assigned to a **route**:

Calendar—Edit Schedule

RIPPOWAM MIDDLE SCHOOL, STAMFORD, CT

Module	Response Status and Instructor Name If Assigned	Interview Date	Start Time (HH:MM AM/PM)	End Time (HH:MM AM/PM)	Location
Health Education	Assigned: Sally Smith	Fri, March 3	10:00 AM	11:25 AM	Room 1
Physical Education	Assigned: Sally Smith	Fri, March 3	03:10 PM	03:15 PM	Room2
Physical Education - Interscholastic sports	Assigned: Sally Smith	Select Date			
Health Services - Records, immunizations, and TB testing requirements, health services policies	Assigned: Stephanie Flaherty (scheduled elsewhere)	Thu, February 16	12:00 PM	12:30 PM	nurse's office
Health services staff, educational background, and collaboration	Module is Not Applicable	-	-	-	-
Health Services -Facilities, equipment, reports, health services, provision and off-site services	Assigned: Stephanie Flaherty (scheduled elsewhere)	Thu, February 16	12:30 PM	12:40 PM	nurse's office
Mental Health and Social Services	Assigned: Stephanie Flaherty	Select Date			
School Policy and Environment- General school environment	Assigned: Phyllis Hill	Select Date			
School Policy and Environment- Physical school environment	Assigned: Phyllis Hill (scheduled elsewhere)	Fri, February 17	07:30 AM	08:30 AM	main office
School Policy and Environment- General school environment continued	Respondent Refused	-	-	-	-
Food Service	Module is Not Applicable	-	-	-	-
Faculty and Staff Health Promotion	Assigned: Stephanie Flaherty (scheduled elsewhere)	Thu, February 16	12:40 PM	01:00 PM	nurse's office
Health Education Classroom—Mod1, Mod1	Assigned: Betty Darling	Select Date			

- 
- A decorative horizontal bar consisting of a long solid blue rectangle on the left, followed by a series of smaller blue squares and vertical bars of varying heights on the right.
- ❖ If you think a design is trouble when you design it, you’re probably right.
 - ❖ The system supported random sampling of Health and PE instructors, classes and sections.
 - ❖ By answering a number of questions in a set order, recruiters could be sure that the sample selected was not biased.
 - ❖ Errors on the other hand, were not accounted for.



- Contacts
- Letters
- Reports
- Admin
- Nearby
- Calendar
- Log Out

Maryland
 QUEEN ANNE'S CO PUBLIC SCHOOLS
 KENT ISLAND HIGH SCHOOL

State = Maryland (21) District = QUEEN ANNE'S CO PUBLIC SCHOOLS (665) School = KENT ISLAND HIGH SCHOOL (0634)

- School Information
- Contacts
- CC Lists
- Letter Inserts
- Participation
- School Respondents
- Class Respondents

Classroom Respondents for Senior High School

HEALTH EDUCATION RESPONDENTS

Class	Edit or View the Information for the Respondent
1. Health Education	No Respondents

PHYSICAL EDUCATION RESPONDENTS

Class	Edit or View the Information for the Respondent
2. Physical Education	No Respondents

Maryland → QUEEN ANNE'S CO PUBLIC SCHOOLS → KENT ISLAND HIGH SCHOOL

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Enter Health Education Classroom Respondents

In the box below, enter the number of all required health education courses for the 2005-2006 school year. If the number of required health education courses is 8 or fewer, all courses will be selected. If the number of required health education courses exceeds eight, eight courses will be randomly selected.

Number of Courses: (A maximum of 8 will be selected.)

→ KENT ISLAND HIGH SCHOOL

DLS (665) School = KENT ISLAND HIGH SCHOOL (0634)

[Participation](#)
[School Respondents](#)
[Class Respondents](#)

Enter Health Education Classroom Respondents

Click the Edit button to select a row to enter or edit. Enter information across a full row before trying to continue to other rows. A row isn't complete until it has an instructor name or refusal status. If no rows have been entered, start by entering the name of the numbered course, and the number of instructors that teach this course. Use the **Sample** buttons to randomly select an instructor number. Enter the number of sections of this class that this instructor teaches. Use the second **Sample** button to generate the section number that will be collected and then use the Add or Change Instructor button to describe this classes instructor or indicate that the instructor refused to participate. Upon completing this step your changes for this row will be saved.


Number of courses selected: 3

* Denotes required field

Edit Row	* (Course #) Course Title	* # of Instructors for this course	(Instr. # Selected)	* # of Section	* (Section ID) Name	Response Status & Instructor Name if assigned
<input type="button" value="Edit"/>	(1) PE	4	(2)	2	(2) 101	Assigned: Coach Frank
<input type="button" value="Edit"/>	(2) Junior Health	1	(1)	3	(1) Morning	Assigned: Coach Kirby
	(3) Senior Health	3 <input type="button" value="Sample"/>	(1)	<input type="text"/> <input type="button" value="Sample"/>	-- <input type="text"/>	No Respondent Identified



SHPPS Collection Management System 2006



Contacts | Letters | Reports | Admin | Nearby | Calendar | Log Out

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School Information | Contacts | CC Lists | Letter Inserts | Participation | School Respondents | Class Respondents

Classroom Respondents for Senior High School


- Classroom respondent information has been inserted successfully.

HEALTH EDUCATION RESPONDENTS

Class Title	Section	Response Status & Instructor Name if assigned	Edit or View the Information for the Respondent
1. PE	101	Assigned: Coach Frank	Edit Respondent
2. Junior Health	Morning	Assigned: Coach Kirby	Edit Respondent
3. Senior Health	Afternoon	Assigned: Coach Kirby	Edit Respondent

PHYSICAL EDUCATION RESPONDENTS

Class	Edit or View the Information for the Respondent
2. Physical Education	No Respondents

- 
- ❖ Data collectors in the field submitted records nightly, allowing for potential errors.
 - ❖ A submission monitoring system flagged potential trouble before data was added to the database.

Data Errors

Duplicate Record IDs

[ID# 146000 - Health Education School Questionnaire](#)(Duplicate School)

Carolyn Bennett(02/03/2006)
 CB Data-Collector(02/14/2006)

[ID# 146000 - Physical Education School Questionnaire](#)(Duplicate School)

CB Data-Collector(02/03/2006)
 CB Data-Collector(02/14/2006)

Missing IDs

[ID# 113490 - Physical Education Class Questionnaire](#)(Missing ID)
 CB Data-Collector(02/17/2006)

Other Unresolved Data Errors

In case Admin user changes the ID of original dataset, there is a possibility, the data in duplicate records sets, are no longer duplicate. Those records or records with any other errors are listed here.

[ID# 146001 - Physical Education Class Questionnaire](#)
 CB Data-Collector(02/17/2006)

[ID# 146010 - Physical Education Class Questionnaire](#)
 CB Data-Collector(02/14/2006)

Mismatch ID

This lists datasets where school ID is used in classroom questionnaire OR Classroom ID used in school questionnaire.

[ID# 146001 - Food Service School Questionnaire](#)(Mismatch ID)
 CB Data-Collector(02/14/2006)

[ID# 146000 - Health Education Class Questionnaire](#)(Mismatch ID)
 CB Data-Collector(02/14/2006)

Questions?

(SHPPS) Data Collection Management System

Ben Harper - Ben.D.Harper@orcmacro.com

Tonja Kyle - Tonja.M.Kyle@orcmacro.com

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