

Sleep Data Entry Codes for Survey 3

GENERAL CODES

Code	Meaning
0	No (circle is not marked)
1	Yes (circle is marked)
9, 99, or 999	Data is missing or Respondent refused to answer.

QUESTIONS

Question	Possible answers
1	1 or 0. If 0, then skips to Q4.
2	1-6, or 9 if missing.
3	1-5, or 9 if missing.
4	1-6, or 9 if missing.
5	1-6, or 9 if missing.
6	1-6, or 9 if missing.
7	1-6, or 9 if missing.
8	1-6, or 9 if missing.
9	1-4. If 1-3, then skips to Q10a. If 4, then enter written response.
10a-m	1-5, or 9 is missing.
11	Enter amount, or 999 is missing.
12a-c	For a and b, enter amount, 0, or 99 if missing. For c, enter 0 for "none", amount, or 99 if missing.
13a-e	For a-c, enter 1-5, if all are 1's, then skips to Q14a. For d, 1 or 0. For e, 1= yes, 2 = yes, a great deal, 0 = no.
14a-j	1 or 0, or 9 if missing.
15	1 or 0, or 9 if missing. If 1, then enter written response.
16	1-5, or 9 if missing.
17a-d	1 = yes, no = 0, 2 = not sure, or 9 if missing.
18	1 or 0, or 9 if missing.
19a-k	1-5, or 9 if missing.
20a-c	1-5, or 9 if missing.
21a-d	1-5, or 9 if missing.
22	1-5, or 9 if missing.
23	1-5, or 9 if missing.
24	1-5, or 9 if missing.
25	1-5, or 9 if missing.
26	1-5, or 9 if missing.
27	1-3, or 9 if missing.
28	1 or 0, or 9 if missing. If 0, then skips to Q31.
29a-e	1 or 0, or 9 if missing.
30	0 = no, only the daytime, 1 = some nights, 2 = most nights, or 9 if missing.
31	1 or 0, or 9 if missing. If 0, then skips to Q35.
32	0 = no, 1 = sometimes, 2 = usually, or 9 if missing. If 0, then skips to Q34.
33	Enter written response.
34	0 – no, 1 = rarely, 2 = sometimes, 3 = often, or 9 if missing.
35	Enter amount, or 999 if missing.
36	1-4, or 9 if missing.
37	Enter amount, or 999 if missing. 1 = male, 2 = female.
38	For feet, enter amount, or 99 if missing. For inches, enter amount, or 99 if missing.
39	Enter amount, or 999 if missing.
40	1-5, or 9 if missing.

QUICK GUIDE TO SPECIAL ISSUES

- ranges → average
- decimals → round up or down to whole number
- markings between circles → enter higher circle, put into NOTES file
- two boxes marked instead of one → enter 9's
- questions answered that should've been skipped → enter as 9's, put into NOTES files
- comments on particular questions → put into separate NOTES file for each question
- comments on survey unrelated to any particular question → put into OTHER NOTES file
- any other weird issue → explain on post-it, put into problem case drawer

EXPLANATION OF SPECIAL ISSUES

- Ranges: **Enter the mean of the two values** given by R. (Add the two values and divide by two) This does NOT need to be mentioned in the NOTES file.
- Decimals: **Round up .5+ and round down .4-**. This does NOT need to be mentioned in the NOTES file.
- Comments: If R writes comments on the survey related to the question **enter these in the Notes file** (O:\p9275\de\notes\rep#\rep#q#.doc)
- Skips: If R answered questions even though they should have skipped over these, **enter 9 in those questions that were answered but should have been skipped. This DOES need to be noted in the notes file** in the comment range for each question that should have been skipped (enter that **question should have been skipped, R responded anyways, coded as 9 in de file**).
- For Q10 and Q19, if R marks two circles, **enter the data as missing, 9**. This does NOT need to be mentioned in the Notes file. (For other questions, leave these as problems, until further notice)
- For Q10 and Q19, if R makes a mark in between two circles, **code the response as the higher box. This DOES need to be noted in the respective Notes file.**
- Other Comments: If there are enclosures on the survey, they need to be noted in Other Notes file (o:\p9275\de\notes\rep#\othernotes.doc). You do NOT need to type the entire enclosure in the notes file, just make a note of it.
- Any problems that CANNOT be solved by using this ARE STILL PROBLEMS – put a post-it note on the survey with your name, date, and the problem. Put these in the problem drawer.
- ****Make sure you are in the correct rep folder and the correct repquestion file when entering any notes.****