CYFAR Survey Builder Guide

Accessing Survey Builder

Go to https://cyfar.org/. On the menu bar, hover your mouse over "Tools", then "CYFAR Suite". Click on the "Survey Builder" submenu item. Enter your login credentials to proceed to the Survey Builder.

You should now be at this address, https://suite.cyfar.org/Survey/Home (you can go straight to this URL if you have recently logged into the Survey Builder with your current web browser). You will be greeted by the following screen:

Managing Your Projects

The dark blue information box underneath the "What is Survey Builder" box displays grant information, including the grant name, the assigned coach, the year the grant was awarded, and a brief description of your grant / SCP. **Note:** if you are assigned to more than one grant, you will see a dropdown menu below the dark blue box. Use this menu to switch between your grants, and make sure you have the appropriate grant selected before uploading any data to Survey Builder.

Below the dark blue box is the "Add a New Survey" button (indicated by the red arrow below). Click this button to begin creating your survey.

Creating Your Survey

You will be presented with a screen with a text entry field "Survey Title" and a dropdown menu "Select Grant" (use this if you need to switch grants before making the survey).

Now you must name your survey. The survey title should specify your SCP's community identifier (the community in which your SCP is located), the audience for the survey, and the date of survey creation. As an example, a pre-test survey of child participants in Rockland created on September 1, 2021 would be appropriately titled "**Rockland child 9.1.21**". Naming your surveys in a logical and consistent fashion will make it easier to manage and upload your data files. After entering the title, click the "Next" box below the dropdown menu.

Now you must select the audience of your survey. For programs with participants nine years or younger, select "Children." For participants aged ten to seventeen years, select "Youth." For staff surveys or adult participants, select "Adult".

The "Order Your Measures" page allows you to arrange the sequence of measures as they appear in your survey. Any material generated from this survey, such as reports or questionnaires, will follow the order you choose. For SCP's working with child audiences, you might want to group the demographic, engagement and program quality survey sections together because staff fill these out on behalf of participants. This structure makes it clear which survey measures the participants should complete, and which measures should be completed by staff. Click and drag to rearrange the items to your liking, then click next.

The following screen asks for program design information. "Sessions" refers to each time your program meets with participants and conducts program activities. Enter the number of sessions

in the text entry field "How many sessions." Then select from the five options the duration of each session. Last, select the interval at which your program's sessions are offered (daily, weekly, bi-weekly, monthly, other). Click next.

You have now created the survey that you will use to upload participant data. The Survey Builder will automatically return you to the CYFAR Suite home page after creating the survey.

Working With Data in Survey Builder

The Survey Builder has two options for uploading data: manual entry, and automatic entry using the app's built-in survey function. The following section will outline the manual entry option.
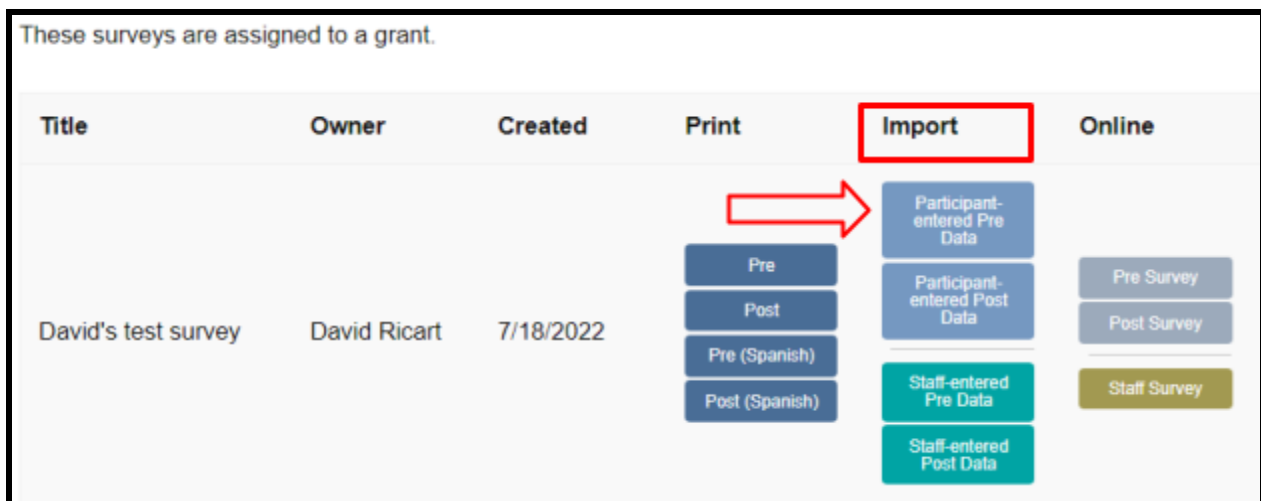
On the CYFAR Suite home page, locate the survey you just created -- the table lists the survey's title and creator, and the date it was created. New surveys are displayed at the top of the table.

Use PDTA template files for manual entry

You can use any spreadsheet-based software to create data files for submission, such as Microsoft Excel or Google Sheets. Manual entry is a good option if:

- Staff are comfortable transferring written records to a digital file
- Staff are comfortable using a specific software for entering data

Find the "Import" column of the survey table. You will see four buttons, the first from the top labeled "Participant-entered Pre Data":

Click on this button to proceed to the next step.

For your convenience, the CYFAR PDTA Center provides template files that can be used for all programs' data entries. Click on the blue box "Download Pre data template files" to download a ZIP file that contains the template files and the codebook.

Open both files within the .ZIP folder: "(Pre data template)survey title" and "codebook". Working in the template file, take a look at the vertical column labels starting with "UID" and "SL":

	A	B	C	D	E
1	UID	SL	CRM1	CRM2	CRM3
2					

- UID is a unique identifier for each participant.
- SL is the language in which the survey was administered to the participant: 1 for English, 2 for Spanish.
- The remaining columns represent Common Measure questions, in the order you specified during survey creation.

The codebook file lists each Common Measure question and an example response with its corresponding numeric score (shown below). It might be helpful to have the codebook on hand when entering data into the template to ensure you are using the correct codes.

	A	B	C	D	E
1	Measure	QID	Question	Response	RID
2	Language	SL	What Language wa	English	1
3	Language	SL	What Language wa	Spanish	2
4	Resilience	CRM1	Do you share with	Not at all	1
5	Resilience	CRM1	Do you share with	A little	2

If your participants are filling out the printed questionnaires, (i.e. the child pre-survey), make sure to keep track of all paper records so your staff enters data for every participant that completed a questionnaire.

Data entry

Start your data entry with the unique identifiers, codes that represent individual participants in your program.

Please read – Important!

You can choose the format of your program's unique identifiers, but you should make sure that the format is easy to follow and it clearly distinguishes between all of your participants. The PDTA center recommends the following format: the first two letters of the participant's first and last name, followed by two numbers representing the day of the month they were born:

- The unique identifier for Jane Doe, born July 15, is **JADO15**

Next, enter 1 or 2 for the language column, and then fill in the remaining columns with the participant's scores for each question. **Note:** for any missing or unanswered measures, enter "99" into your data file.

Here is an example of proper data entry:

	A	B	C	D	E	F
1	UID	SL	CRM1	CRM2	CRM3	CRM4
2	JADO15	1	3	1	4	4
3	DARI15	1	2	3	2	1
4	SAGR26	1	4	4	3	5
5	JABA07	1	4	5	5	99

- Jane Doe's survey was administered in English, and they scored 1, 3, 1, 4, and 4 for the first four Resilience questions.
- David Ricart's survey was administered in English, and they scored 1, 2, 3, 2, and 1 for the first four Resilience questions.

Repeat this process for each participant's questionnaire. After entering your data, check for accuracy by ensuring the number of horizontal rows in your spreadsheet is equal to the number of participant questionnaires, and all values are within acceptable ranges. Refer to the codebook file, or the table below, to verify accurate entries.

Resilience	**All questions: 1 to 5** (not at all, a little, somewhat, quite a bit, a lot), **99** for missing or unknown
Life Skills	**All questions: 1 to 5** (never, rarely, sometimes, often, always), **99** for missing or unknown
Program Quality	**All questions: 1 to 5** (never, rarely, sometimes, often, always), **99** for missing or unknown
Demographics	**All questions: 1** = yes, **0** = no, **99** for missing or unknown
Engagement	**All questions: 1 to 4** (not at all, a little, somewhat, very much), **99** for missing or unknown
Participation program: design	**P1: open response** (number) **P2: 1** = less than 1 hour, **2** = 1 hour, **3** = 2-3 hours, **4** = 4-5 hours, **5** = 6 or more hours **P3: 1** = daily, **2** = weekly, **3** = bi-weekly, **4** = monthly, **5** = open response
Participation program: dosage	**PDO1: open response** (number) **PDO2: 1** = less than 1 hour, **2** = 1 hour, **3** = 2-3 hours, **4** = 4-5 hours, **5** = 6 or more hours **PDO3: 1** = less than 1 year, **2** = 1 year, **3** = 2-3 years, **4** = 4-5 years, **5** = 6-7 years, **6** = 8-9 years, **7** = 10 or more years, **8** = unknown, **9** = "this is not a 4-h program)

Upload your manual entry data to Survey Builder

After you are finished entering data, save your file to the **.CSV** format, and rename your file to align with the name of your survey on Survey Builder, with one additional part: the phase (**pre-** or **post-**) of data collection.

- Your program's community identifier (*i.e.*, a geographic location).
- The audience of participants (**child, youth,** or **adult/staff**).
- The date of file creation.
- The phase of data collection (**pre-** or **post-**).

When saving as .**CSV**, Excel creates a warning message "Possible Data Loss" -- you can ignore this.

Navigate to the survey table and click on the button "Participant-entered Pre Data" once again. At the bottom of this page is a button labeled "Choose File". Click on it to open a file explorer window, then search for the .**CSV** file you just created, select and click "Open." Then click "Upload data" at the bottom of the webpage.

Please read – Important!

Depending on the size of your file, it may take a couple of minutes for the upload to complete. Once it does, you will see an "Upload Successful - Data Import Succeeded" message on a new webpage. **Do not close the browser window until you see this message.**

Staff-entered data

In addition to your participant data upload, you need to upload staff data as well. As a reminder, certain questions in the Common Measures are entered by staff at pre- and post-phase of data collection:

- For programs working with children (ages 9 and under), staff need to complete the **Demographics** (pre and post-phase) and **Participation** (post-phase) measures.
- For programs working with youth (ages 10 to 17) staff need to complete **Participation** measures (post-phase).

Navigate to the Survey Builder homepage. Below the "Import" column, click on the teal "Staff-entered" buttons (separated by **pre-** and **post-** phases). This will open the template download and data upload. Follow the same steps as before to enter and upload staff data.

Title	Owner	Created	Print	Import	Online
David's test survey	David Ricart	7/18/2022	Pre / Post / Pre (Spanish) / Post (Spanish)	Participant-entered Pre Data / Participant-entered Post Data / Staff-entered Pre Data / Staff-entered Post Data	Pre Survey / Post Survey / Staff Survey

- Download the template and codebook .ZIP folder ("Pre data template files")
- Open the template and enter your staff data
- Save the template as a **.CSV** file
- Upload it to Survey Builder

All of your pre-test data has now been uploaded to the CYFAR Suite. When it's time to upload post-test data, repeat all of these steps and use the "post-data" buttons. The process is the exact same between either phase of data collection.

Error messages

At this stage of data submission, you might encounter an error message that indicates a problem with your data upload. Error messages include:

An unexpected error occurred while processing your data. Import aborted.

- CSV file headers malformed. UID Column not found. SL Column not found.

- **Explanation:** Column labels are missing or improperly formatted. Check the first row of your **.CSV** file and make sure the labels are correct, or start your entry from scratch by re-downloading the template file from Survey Builder.

An unexpected error occurred while processing your data. Import aborted.

- Invalid answer detected. Check value entered question CRM14 in row 26 (cell P26)

- **Explanation:** Data entries are invalid, *i.e.*, you entered a "5" into a cell that should have either a "1" or "2". This is the most common error message. Conveniently, Survey Builder will specify the cells with invalid data (P26 in the example above)

Survey Builder Online Survey Function

The following section outlines the data upload process using Survey Builder's built-in survey function.

Navigate to the [Survey Builder home page](#) and locate the survey for which you are uploading data on the survey table. Find the column labeled "Online" and the buttons underneath, "Pre Survey" and "Post Survey." Click on "Pre Survey" to pull up a new page with the surveys ready for participants to fill out.

Please read – Important!

In the top right corner of the survey page is a link, "View QR code", which takes you to a QR code image. You can download and share this image via text message or email with participants. Scanning the QR code will automatically bring them to the survey ready to be completed.

Instruct participants to follow the on-screen instructions and answer all questions in the survey. Once they complete the survey, they will click the "Save and Continue" button at the bottom of the last page, saving and collecting their results. Survey Builder will automatically assemble your data file based on the online survey results, so no further steps are required.

Staff data - program quality

The CYFAR PDTA also asks that staff complete the Program Quality survey at the end of their program. The survey consists of 24 questions and is located in the Survey table on the Survey Builder [homepage](#) (the gold button below "Pre Survey" and "Post Survey"). We collect staff reports to help assess the quality of your programs and to add more perspective to our overall evaluation.

Checking the Progress of Your Data

Once you upload data manually or through the built-in Survey Builder function, you can review your uploads by clicking the "Data Reports" button on the Survey Table.

This brings up a page called "Data Reporting Tools." Check the boxes to choose which datasets will be used to generate the report, *i.e.*, if you want to look at your pre-test data entries, check the "Show Pre Data" box and leave the other two unchecked. Name your report so that it aligns with your survey and the report contents, then scroll to the bottom.

You have three ways of viewing your data:

- The "View your Results Online" button opens a data table within your web browser.
- The "Download PDF Report" button automatically generates a PDF report that you can download for your records.
- The "Download CSV" button combines all of the chosen data entries into a single spreadsheet file, which can be useful if you want to edit your data manually and re-upload.

Please read – Important!

In the PDF report, each measure will show the number of respondents to each score as a percentage. The race and military information in the **Demographics** measures contain overlapping data, since participants can report more than one race or military affiliation. As a result, the percentages in the **Demographics** section might exceed 100%. This doesn't mean that your data is invalid or corrupted, but that at least one of your participants chose multiple affiliations for these categories.

Thank you for uploading your data! The team at the CYFAR PDTA Center greatly appreciates you taking the time to share your program's progress and the impacts you're making on participants. Your feedback helps us improve and enhance the quality of your programs.

For any questions or comments about this guide or about the data upload process, please contact cyfarpdta@umn.edu.