



# Texas State Incentive Program (TSIP)

## Data Collection Guide

Prepared by:



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# Texas State Incentive Program (TSIP) Data Collection Guide

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## **Data Collection Overview**

Our primary objective is to provide a facility for statewide data collection, processing and information dissemination to the project team, coalition members and interested parties.

In anticipation of serving communities within eleven (11) regional study areas, the challenge is to implement an approach that will maximize the efficiency and accuracy of collecting significant amounts of data from numerous locations from hundreds of participants. To this end, a resources “tool kit” has been put in place to address the needs of all parties associated with the Texas State Incentive Program (TSIP).

# **Texas State Incentive Program (TSIP)**

## **TSIP Web Site**

### **How to access:**

The TSIP web site may be accessed from any computer on the World Wide Web at the web address: [www.txsip.org](http://www.txsip.org) .

### **Available resources:**

The internet web site containing evaluation findings will allow community-based organizations to review and/or download reports as well as request information or submit questions or suggestions. Summaries and detail reports will be available in common formats such as Adobe Acrobat Reader PDF. The web site will also serve as a direct and immediate means of communication to TCADA. Statewide aggregate and local findings will be posted as well as the status of evaluation efforts. This on-line evaluation tool kit will significantly facilitate collaboration and communication between TCADA, the statewide evaluation team, and local evaluators. It will further ensure effective local level evaluation. As data are received they will be compiled and will undergo consistency checking to assure accuracy. An ongoing tally of data received, analysis performed, and preliminary findings will be posted on the web site on a regular basis.

The web site will serve as the central source for field personnel to acquire all the necessary forms, reports and notices required during the term of the project. Informational areas would consist of bulletin board announcements, a project calendar, reports and links to other relevant web sites. The web site also includes a “web Tools” area for accessing forms and file downloads.

### **Online data entry:**

With the exception of the Texas Strategies for Success (TSFS) and other evaluation forms, project update forms and requests for information, would be Internet based, that is to say that the individual would select the desired form and a copy would immediately be displayed for their use. All forms are designed in a “fill in the blanks” mode, to include field integrity checks (i.e. numeric only field, range checks, etc.) radio buttons and drop down lists.

## **Off-line Data Entry Overview:**

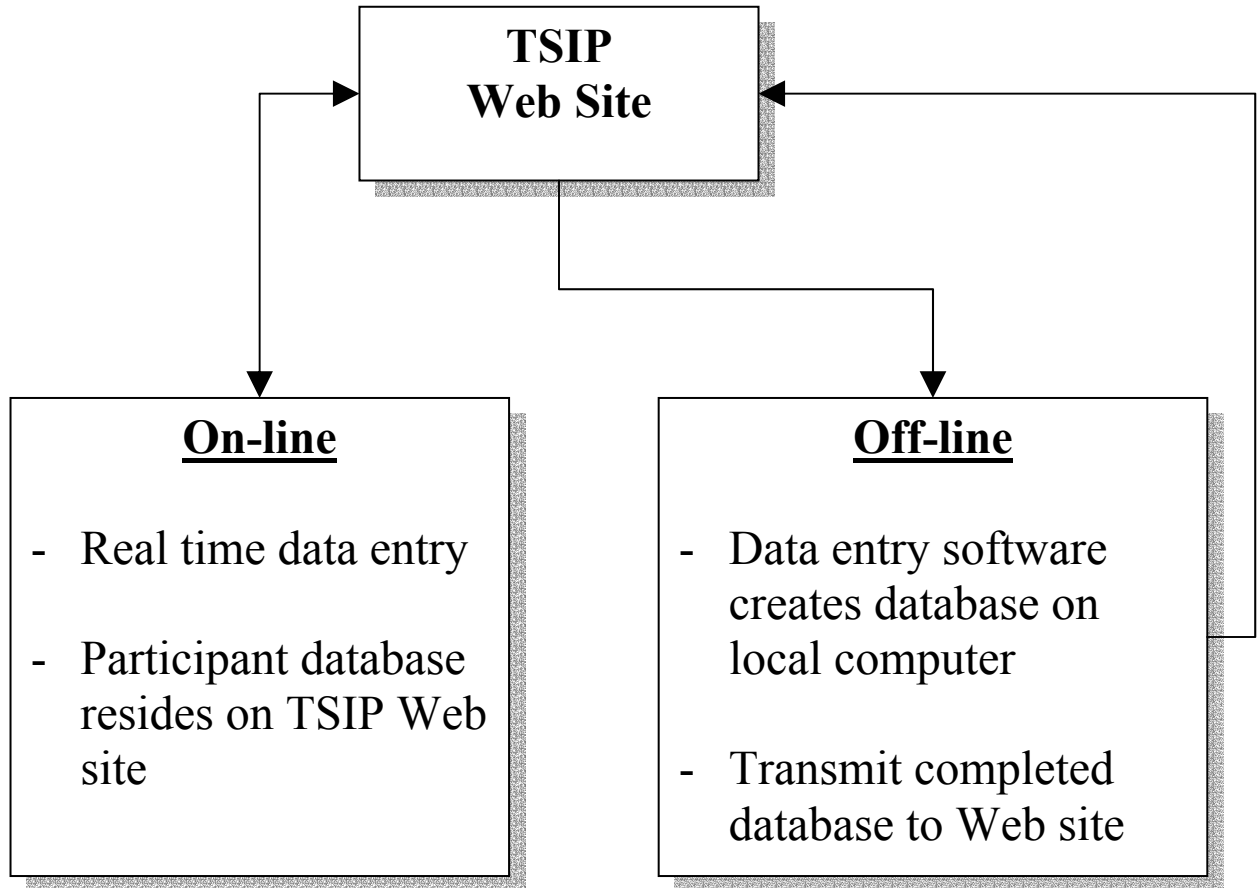
There are several advantages to off-line data entry. Lengthy evaluation interviews may require the presence of the program participant or reference to documentation that may not be readily accessible during an on-line internet session. Interrupted or incomplete interviews are not normally accepted by on-line data entry systems, whereas in an off-line environment data may be entered as it becomes available. Also, the database of previously entered records may be queried and edited if needed.

As mentioned earlier, forms will be designed using OmniForm software which is specifically developed for creating, filling and managing electronic forms. AIS will use the developer's version and take full advantage of program capabilities. However, field evaluators will be provided the "FormFiller" version of the software to prevent any modification of the form or field edits.

The Texas Strategies for Success (SFS) will be completed off-line. In these circumstances, a CD-ROM with dedicated FormFiller software and an electronic version of the survey form will be made available to all evaluators to allow for off-line data entry. Upon completion, the resultant database will be submitted as an email attachment to the TSIP data manager. The diagram below depicts the two data collection approaches.

# Texas State Incentive Program (TSIP)

## TSIP Data Collection



## Texas Strategies for Success (TSFS):

The TSFS is the primary instrument used to capture individual participant data. The resultant database will undergo a thorough analysis to determine the overall effectiveness of each program.

The following is a sample of the cover page and page 1 of the of the form:

The screenshot displays the OmniForm Premium software interface. The window title is "OmniForm Premium - [SFSrev]". The menu bar includes File, Edit, View, Records, Tools, Profiles, Window, and Help. The toolbar contains various icons for file operations and navigation. The main area shows a form titled "Texas State Incentive Program Strategies for Success". The form is enclosed in a decorative border and contains the following sections:

**Do not write in this box. For office use only.**

**Participant ID#** [ ] [ ] [ ] [ ] [ ] [ ]

**Date of administration:** [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]  
Month Day Year

*(Circle appropriate number)*

**Language of administration:** 1 English  
2 Spanish  
3 Other, Specify \_\_\_\_\_

**Location of administration:** 1 School  
2 Home  
3 Program/evaluation office  
4 Other, Specify \_\_\_\_\_

**Type of administration:** 1 Individual  
2 Group

**Survey Version:** 1 Baseline  
2 Posttest  
3 Follow-up

**Name of Prevention Program:** \_\_\_\_\_

**Coalition ID:** [ ] [ ] **Site ID:** [ ] [ ] [ ] **Cohort ID:** [ ] [ ] [ ]

*(Circle appropriate number)*

**Group:** 1 Target  
2 Comparison

**Important note:** If this is a Posttest or Follow-up, be sure to include the exact same ID# as in the Baseline survey, then skip to page #4, question #12.

Revised: 8/1/03

The Windows taskbar at the bottom shows the start button, system clock (99° Dallas), and several open applications: TSIP\_DE\_Guide - Mic... and OmniForm Premium - ... The system tray includes a numeric keypad, USD, NUM, and the time 4:29 PM.

OmniForm Premium - [SFSrev]

File Edit View Records Tools Profiles Window Help

Form Designer Form Filler Online Forms

Remember-- This is not a test. It is a survey. There is no right or wrong answer to any question. Please answer as honestly and thoughtfully as you can. If you don't feel comfortable answering a question, please skip that question and continue with the next. Your answers are confidential. Numbers on the survey will identify your name. Before you begin, check that the cover sheet with your name has been removed. Thank you for your participation.

Tell us about YOU. Please read each question carefully. Circle or write the answer that best describes you.

- Are you male or female? (circle)  Male  Female
- How old are you?  (fill in)
- When were you born?  (Month) /  (Day) /  (Year)
- What grade are you in right now? (circle)
 

<input type="radio"/> 6 <sup>th</sup> grade	<input type="radio"/> 7 <sup>th</sup> grade	<input type="radio"/> 8 <sup>th</sup> grade	<input type="radio"/> 9 <sup>th</sup> grade	<input type="radio"/> 10 <sup>th</sup> grade
<input type="radio"/> 11 <sup>th</sup> grade	<input type="radio"/> 12 <sup>th</sup> grade	<input type="radio"/> Not in school	Other: <input type="text"/>	
- Was your mother born in the United States?
 

<input type="radio"/> No	<input checked="" type="radio"/> Yes	<i>If No</i> , where was she born? <input type="text"/> (country)
--------------------------	--------------------------------------	---
- Was your father born in the United States?
 

<input type="radio"/> No	<input checked="" type="radio"/> Yes	<i>If No</i> , where was he born? <input type="text"/> (country)
--------------------------	--------------------------------------	--
- Were you born in the United States?
 

<input type="radio"/> No	<input checked="" type="radio"/> Yes	<i>If No</i> , Where were you born? <input type="text"/>
		<i>If Yes</i> , how many years have you been in this country? <input type="text"/>
- Did you grow up in a home where a language other than English was spoken most of the time?
 

<input type="radio"/> No	<input checked="" type="radio"/> Yes	<i>If Yes</i> , what language was spoken in your home? <input type="text"/>
--------------------------	--------------------------------------	---

<p>9. How would you best describe yourself? What do you call yourself? (Circle all that apply.)</p> <ul style="list-style-type: none"> <li>a. "White"/ Anglo Saxon (non Hispanic)</li> <li>b. "Black or African American" (non Hispanic)</li> <li>c. "Asian / Asian American"</li> <li>d. "American Indian or Alaskan Native" (specify tribe: <input type="text"/>)</li> <li>e. "Hispanic"</li> <li>f. "Mexican/Mexican American/Chicano"</li> <li>g. "Spanish"</li> <li>h. "Central American" (specify country: <input type="text"/>)</li> <li>i. "South American" (specify country: <input type="text"/>)</li> <li>j. "Puerto Rican"</li> <li>k. "Cuban"</li> <li>l. Other specify <input type="text"/></li> </ul>	<p>10. With whom are you currently living? (Circle all that apply.)</p> <ul style="list-style-type: none"> <li>a. Mother</li> <li>b. Father</li> <li>c. Stepmother</li> <li>d. Stepfather</li> <li>e. My stepmother or father's girlfriend</li> <li>f. My stepfather or mother's boyfriend</li> <li>g. Foster mother</li> <li>h. Foster father</li> <li>i. Grandparent(s)</li> <li>j. Other adult relative(s) (such as aunts, uncles, or cousins)</li> <li>k. One or more friends</li> <li>l. Other adults - unrelated</li> <li>m. Other youth in my group home or residential facility</li> <li>n. I Live by myself</li> </ul>
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- How many times have you moved in the last 12 months?  (number of times)

Revised: 8/1/03

For Help, press F1

start 99° Dallas TSIP\_DE\_Guide - Micr... OmniForm Premium - ... NUM 4:31 PM

## **Data entry software – Overview:**

The OmniForm Filler will make it easy to fill and manage your electronic forms such as the Texas Strategies for Success (TSFS) and others that will be utilized during the course of the project. You can enter data on forms; manage form records in a database, export information, print forms, among other functions.

Although the program has numerous functions, many will not be necessary to fulfill the TSIP data entry needs. Only the most essential will be discussed in this training guide. You are welcome to learn more for your personal use and enrichment. For more detail on a particular function or activity, FormFiller has a comprehensive Help selection on the main toolbar.

## **Data entry software – Installation:**

Each coalition will be provided a CD-ROM with the OmniForm Filler software to be installed at each of their study sites.

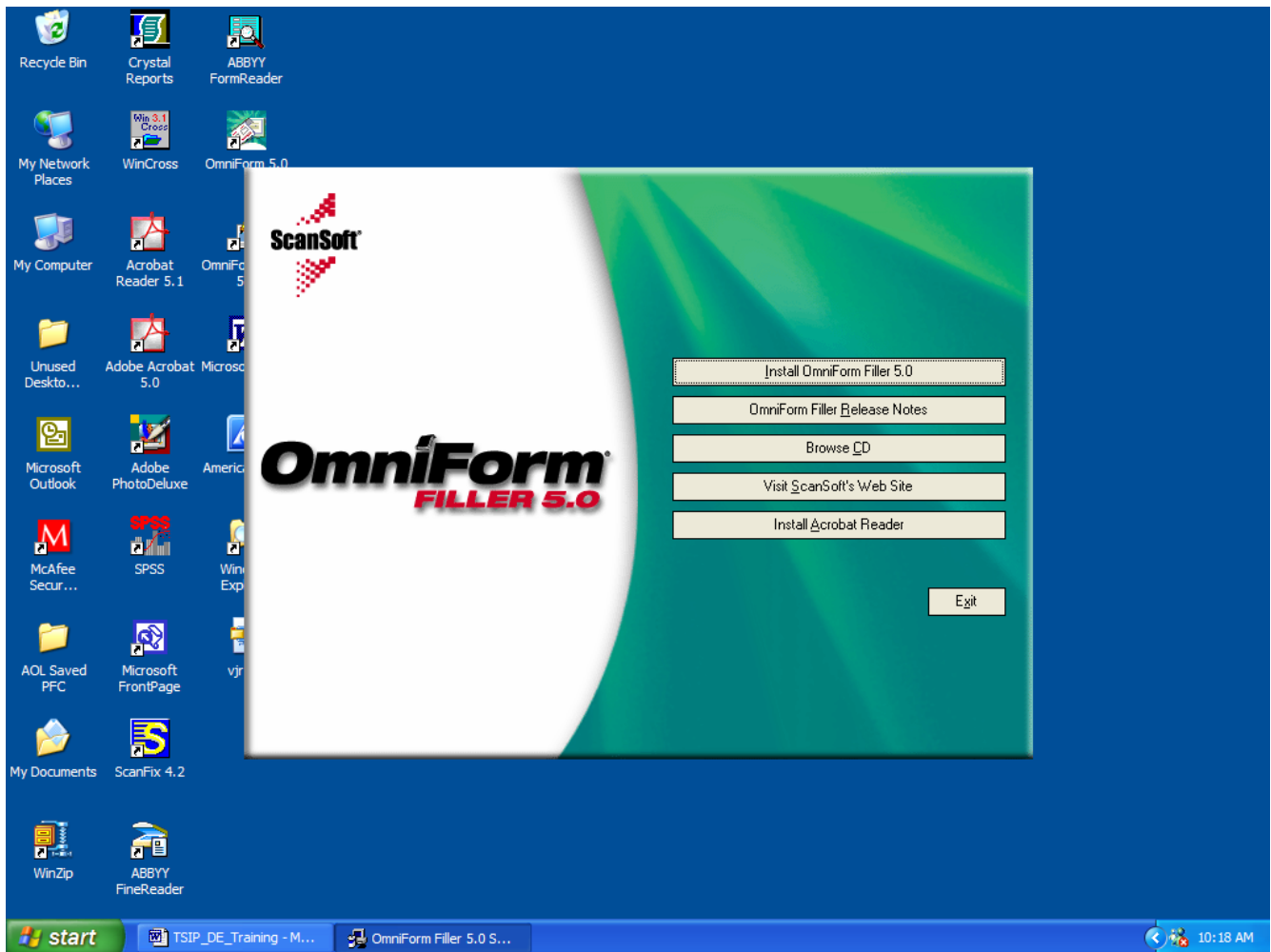
Prior to installation, evaluators will log on to the TSIP web site: [www.txsip.org](http://www.txsip.org) and download the Texas Strategies for Success (TSFS) master form.

Upon downloading, TSFS master files should be located in a dedicated folder on the local computer's hard drive for convenience.

To install OmniForm Filler:

- 1) Insert OmniForm Filler's CD-ROM in the CD-ROM drive.  
The setup program should start automatically. If it does not start, locate your CD-ROM drive in Windows Explorer and double-click the **Setup.exe** program at the top-level of the CD-ROM.

The first setup screen looks like the following:



2) Click **Install OmniForm Filler 5.0** to start installation.

3) Follow the installation instructions on each screen.

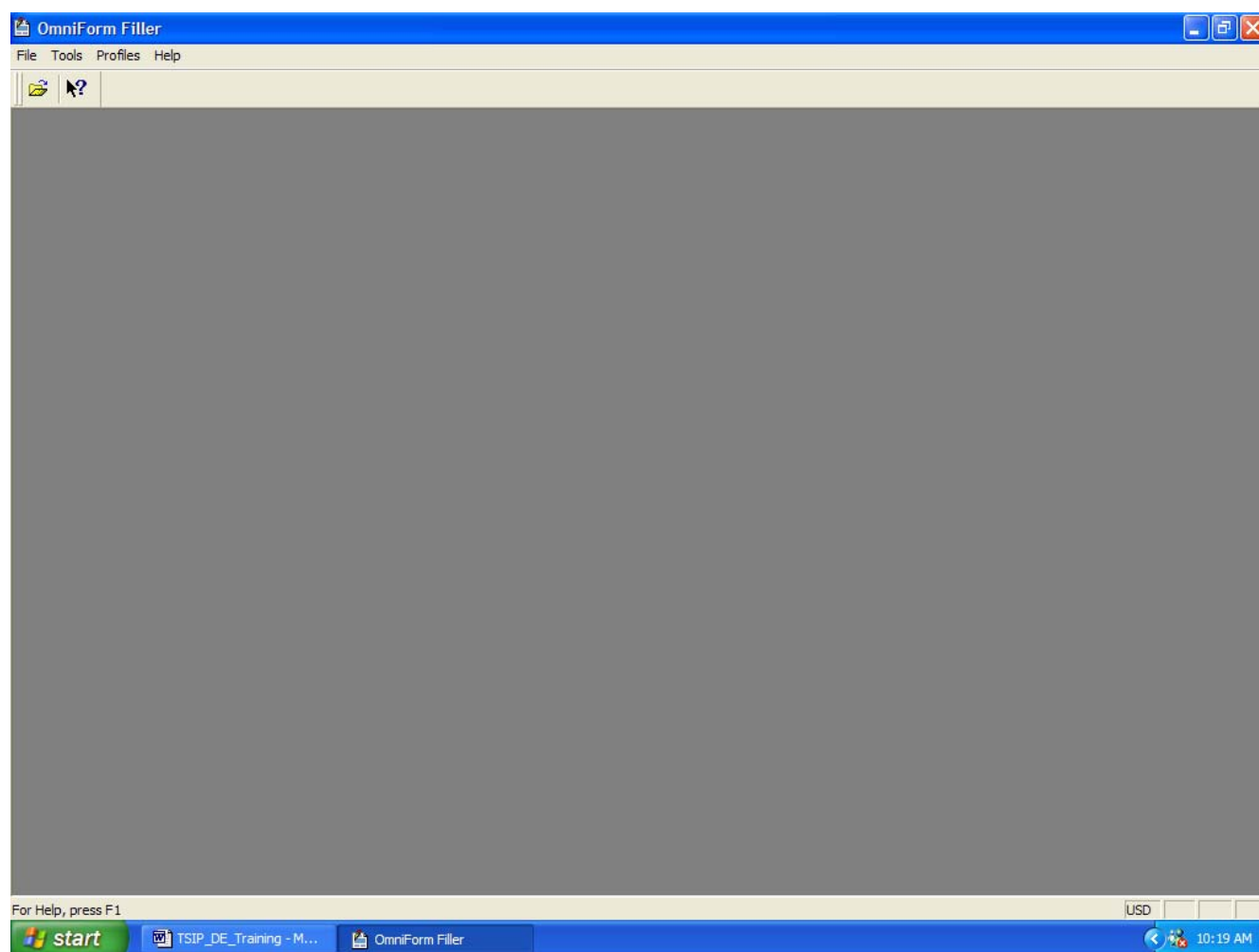
By default, OmniForm Filler files are installed in this folder location:  
c:\program files\scansoft\omni form filler. You can select a different location if desired.

## Starting OmniForm Filler:

To start OmniForm Filler, do one of the following:

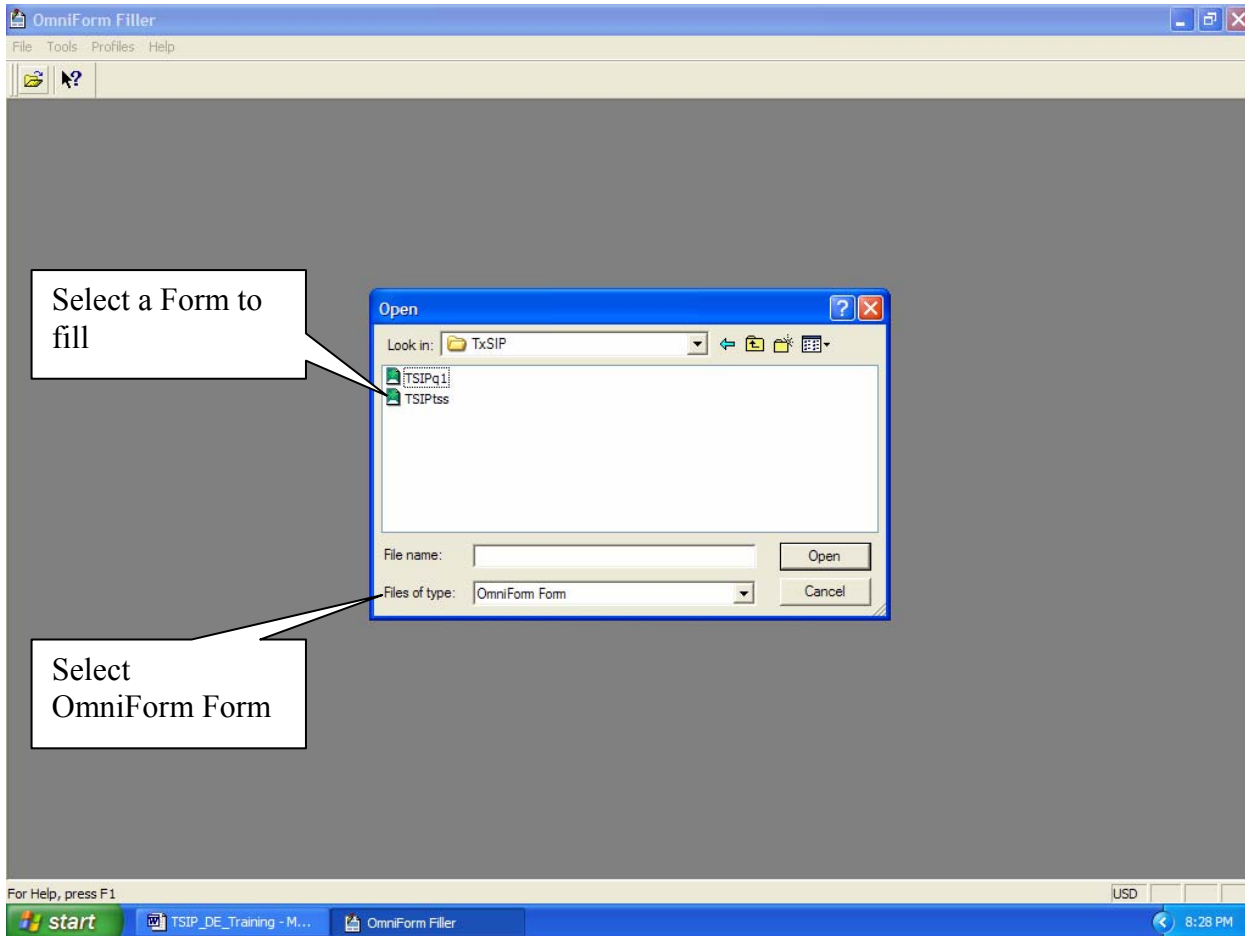
- ❖ Click **Start** in the Windows taskbar and choose Program > ScanSoft OmniForm Filler 5.0 > OmniForm Filler 5.0
- ❖ Double-click the OmniForm Filler icon on your desktop if a shortcut was created

The OmniForm Filler desktop looks like this when you first open it:



## To open a form for filling:

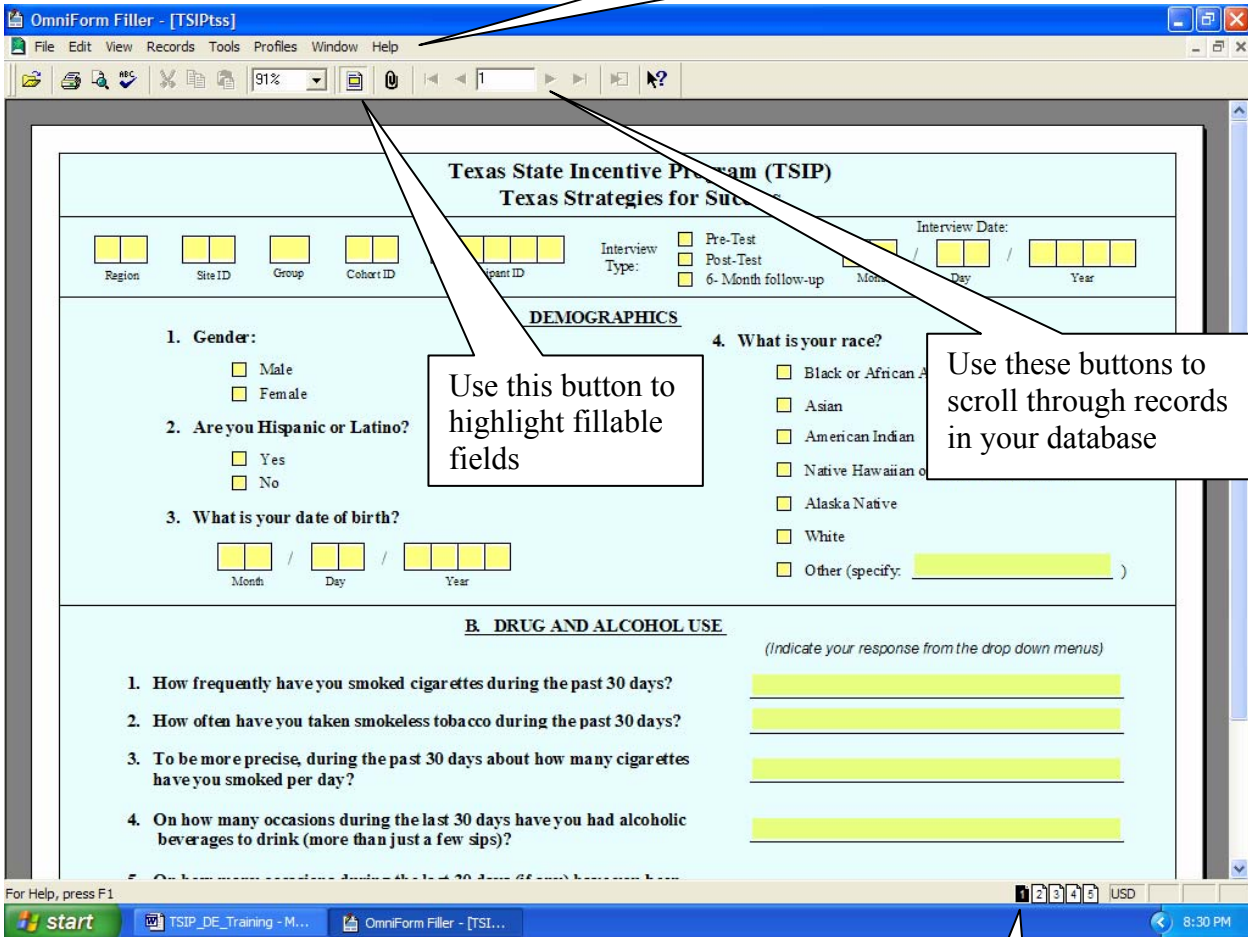
- 1) Click the Open button or choose Open ... in the File menu to open a form.  
The open dialog box appears:



- 2) Select **OmniForm Form** as file type
- 3) Locate and select the desired form
- 4) Click Open
- 5) The form opens and is ready for you to create a new record.

After you open a form, more OmniForm tools appear on the desktop:

Standard buttons appear for printing, resizing view, and other tasks



Use this button to highlight fillable fields

Use these buttons to scroll through records in your database

Page navigation –  
Select page with mouse or Press  
Ctrl-Page Up or  
Ctrl-Page Down

## Moving through fields on a form:

There are several options for navigating through a form depending on personal preference. For those who prefer the use of a mouse, due to its design, a form may be filled almost exclusively with the use of the mouse. For those that prefer keyboard entry, there are key combinations for every function. And there is also a combination of keyboard and mouse clicks.

After opening a form, click in a field to place the cursor there and start entering the desired information or hit the **Tab** key.

The following chart shows the most commonly used keyboard combinations to move the cursor within the form.

Action	Keyboard Combination
Place the cursor in a field	When a form first opens, press Tab to place the cursor in the first field
Next field	Press Tab
Previous field	Press Shift-Tab
Next line in a fill text field	Press Enter to move to the next line in a multiple line fill text field
End of a line in a fill text field	Press End
Beginning of a line in a fill text field	Press Home
Open drop down list	Press Arrow Down
Move through drop down list choices	Press Arrow Up or Down
Select a response on drop down list and move to the next field	Press Tab
Move across boxes in a check box field	Press Arrow Up or Down
Insert an X in a box	Press Space bar
Erase an X in a box	Press Space bar
Move across pages	Press Ctrl-Page Up or Ctrl-Page Down

If you choose to Tab from field to field, OmniForm Filler will automatically go to the next page to get to a subsequent field.

The mouse may be used at any time to position the cursor in a field, display the choices in a drop down field, make a selection in a drop down list, or mark and erase a mark in a box.

Upon completion of a form, to add a new record, click the right-most arrow of the page navigation arrows on the toolbar. Note that the toolbar icon functions are displayed when the cursor is resting for a moment on an icon.

All fields have some validation settings to assure data integrity, such as:

- Required information to be entered so that the field is not left blank
- Requiring specific information to be entered
- Requiring information to be entered from a list of choices

For example, you would be required to enter a valid Participant ID. You will receive an error message from OmniForm if you attempt to enter an invalid number or leave it blank. Depending on the type of validity check, the message may be displayed upon tabbing to the next field or when attempting to go to the next record.

### **Database query and data editing:**

Every OmniForm form has its own OmniForm database associated with it. The first time you open a form and fill out information, it becomes the first record in the database. If a database has more than one record, you can use the Records buttons on the toolbar to navigate up and down the database or use the **Go To** commands in the Records menu.

OmniForm can quickly search and retrieve records with the information that you need. Select the search feature under the Records menu and fill in the search criteria in the dialog box that appears.

Any data field may be changed by merely locating the desired record, tabbing or clicking the mouse on the field to be changed and tabbing out of the form or selecting a new record.

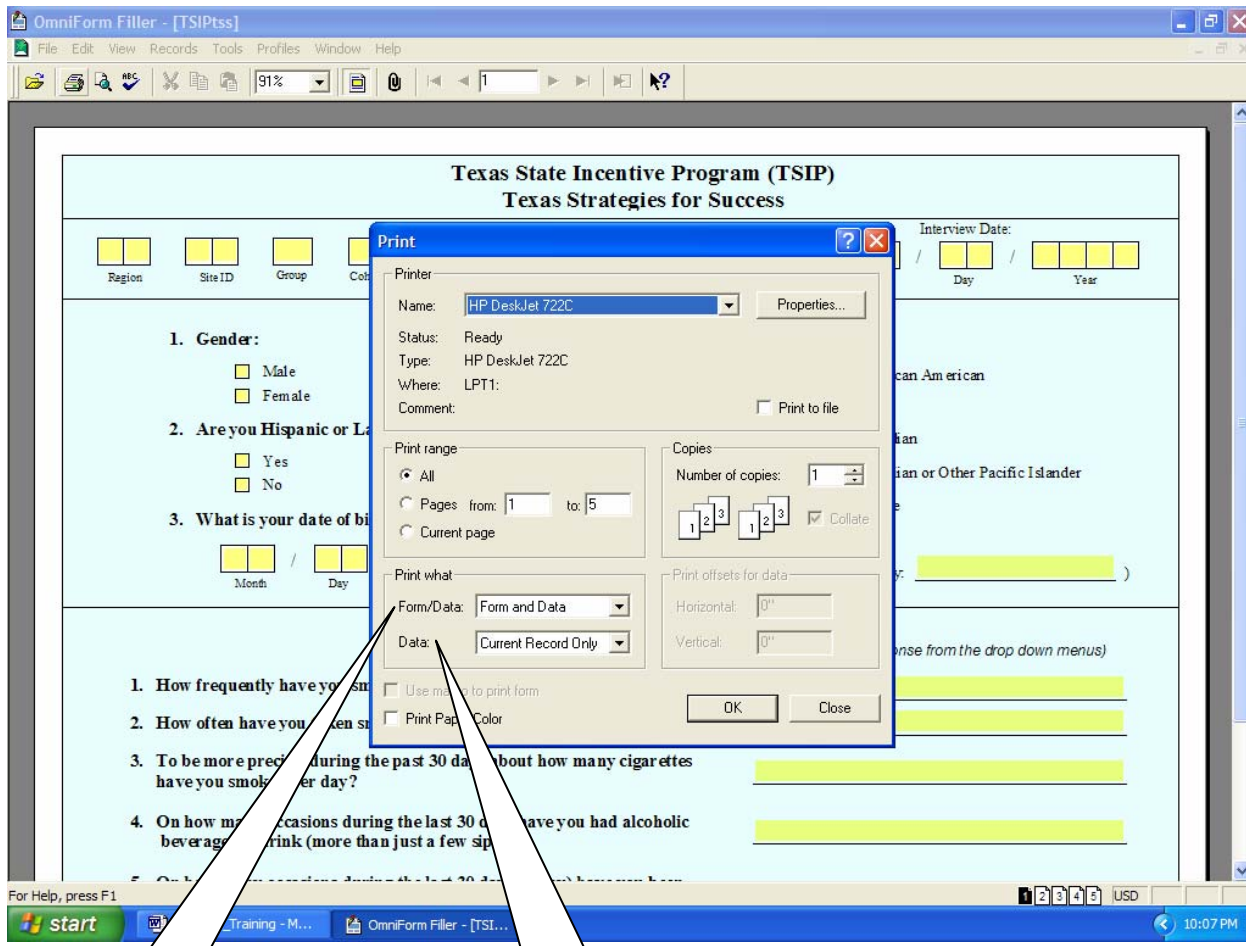
OmniForm automatically saves form records as you fill them out. Saving occurs after various actions, such as moving from one record to another, printing or closing a form.

## TSFS form printing:

To print your form:

- 1) Click the **Print** button or choose **Print...** in the File menu.

The Print dialog box appears:



Select Form and Data; Data Only or Form Only

Select the records you want to print: Current Record; All Records

- 2) Select the desired options for printing
- 3) Click **OK to start printing**

OmniForm prints your form with the selected settings.

### **Database saving and archiving:**

As mentioned earlier, all records entered into a form become records in an OmniForm database within the single OmniForm file that was initially selected for data entry. This makes saving and archiving or backing up the database of participant data records easy.

A current copy of the TSFS file should be maintained on a floppy diskette or RW-CD in the event of computer failure. Another alternative would be to email the file to another authorized party within the coalition or to the TSIP data manager.

### **Database transmission:**

Upon completion of all Texas Strategies for Success (TSFS) interviews, evaluators are to transmit the final file as an email attachment to the TSIP data manager at:

[aistrategies@aol.com](mailto:aistrategies@aol.com)

The email should clearly state that the file represents all the participant interviews and a record count of same. AIS will confirm receipt of the file and immediately begin checking the data for completeness and consistency. AIS will provide the site evaluators with the results of the data checking and provide an opportunity to correct any errors or to supply any missing data elements.

Cumulative top line tabulation of each coalition's database will be performed and available for download on the TSIP web site as well as their "clean" data file for their local use. Coalition data will, of course, be combined to form a state-wide database for ultimate analysis and reporting.

**Data Collection Help and Technical Assistance:**

Contact

For questions regarding form content or  
response categories ..... Dr. Tony Rey  
972-401-8800  
[treytx@treytx.com](mailto:treytx@treytx.com)

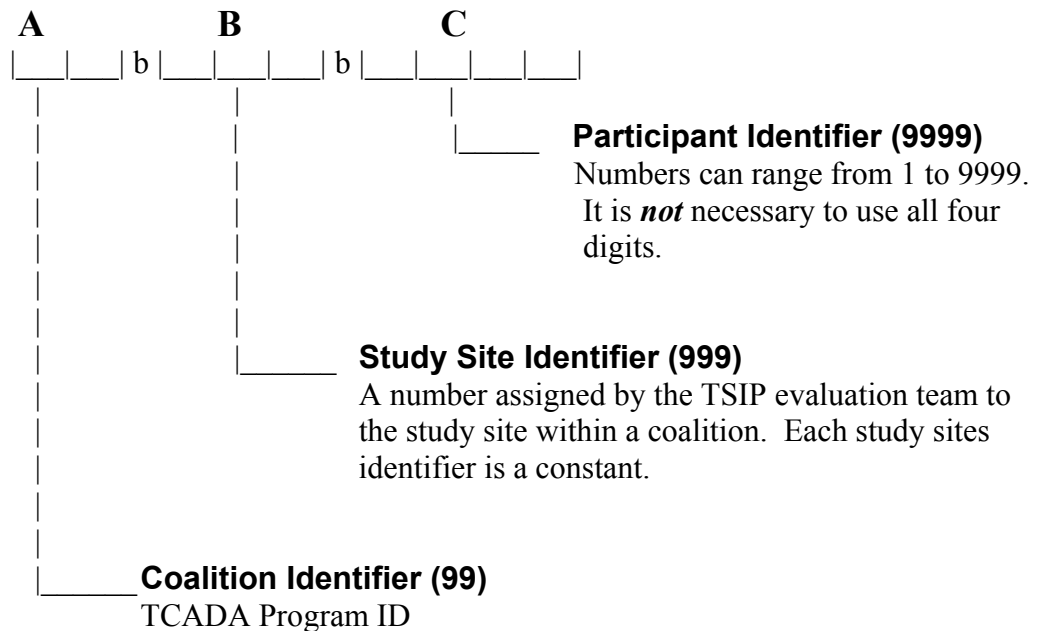
For all other technical assistance .....Adrian Reyes  
972-980-0227  
[AIStategies@aol.com](mailto:AIStategies@aol.com)

NOTE: Complete documentation of OmniForm Filler software functions is available  
on the **Help** menu on the main toolbar.

## TSIP Identification Numbers

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The cross-site ID number has three components and is displayed as follows:



For example, a study subject might have the following ID number:

**26-001-0114**

The number tells us that this study subject is number 114 at site #1 of coalition #26

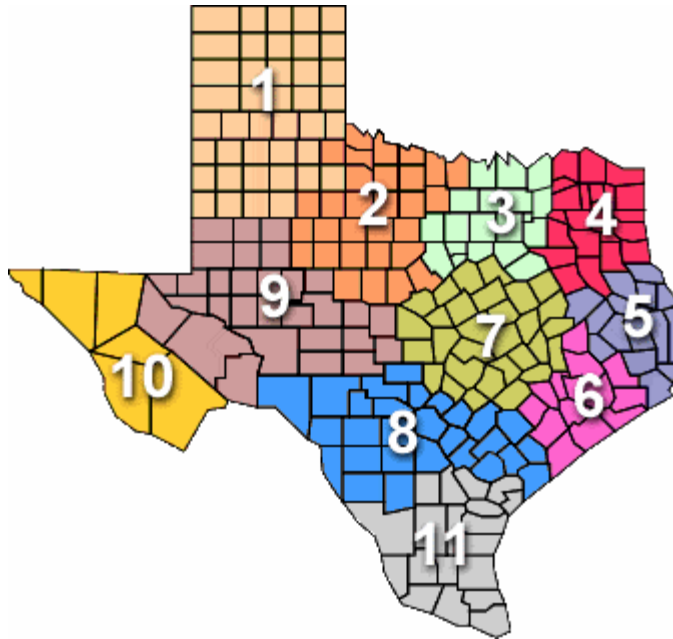
**Individual Identifiers.** The last four-digit number of the ID number is the individual identifier. These numbers will be assigned by the study site. They should be **numeric values** (not alphanumeric). Programs with multiple service locations may want to consider assigning a range of individual identifiers to each location to allow for easy identification of a participant's service location. For example, one location could be assigned numbers 1000 to 1999, numbers 2000 to 3999 to a second location, and so forth. It is *not* necessary to use all five digits. It is necessary that each study subject be assigned a unique individual number within the range of 1 to 9999.

**Each of the three components in the ID number must be a separate numeric variable in data files submitted to the TSIP evaluation team.**

Treating each component of the ID number as a **numeric variable** will allow the **TSIP evaluation team** to efficiently organize data according to region, coalition and study site. Using numeric variables will also facilitate efficient data processing and tracking.

The TSIP evaluation team will append the TCADA region code to the database.

# TCADA Regions



- Region 1 -- Panhandle (Amarillo, Lubbock and Surrounding Counties)
- Region 2 -- Northwest Texas (Abilene, Wichita Falls and Surrounding Counties)
- Region 3 -- North Central Texas (Dallas-Fort Worth and Surrounding Counties)
- Region 4 -- Northeast Texas (Tyler, Texarkana and Surrounding Counties)
- Region 5 -- Upper Gulf Coast (Nacogdoches, Beaumont and Surrounding Counties)
- Region 6 -- Central Gulf Coast (Houston and Surrounding Counties)
- Region 7 -- Central Texas (Austin, College Station and Surrounding Counties)
- Region 8 -- South Central Texas (San Antonio, Uvalde and Surrounding Counties)
- Region 9 -- Permian Basin (Midland/Odessa, San Angelo and Surrounding Counties)
- Region 10 -- Far West Texas (El Paso and Surrounding Counties)
- Region 11 -- South Texas (Rio Grande Valley and Lower Gulf Coast)