

Violence Against Children Survey (VACS)

VACS Electronic Data Collection

Supervisors Manual

I. Table of Contents

I.	Table of Contents.....	1
II.	INTRODUCTION.....	2
III.	GENERAL HANDLE AND CARE TIPS FOR YOUR NETBOOK.....	3
IV.	CSPRO DATA ENTRY SOFTWARE.....	6
1.	Concepts and Definitions.....	6
2.	Components of CSPro.....	7
3.	Operation of CSPro.....	8
3.1	CSEntry Toolbar.....	8
3.2	CSEntry Shortcuts.....	9
V.	ELECTRONIC DATA COLLECTION PROCESS.....	10
1.	Overview of Supervisor responsibilities in the field.....	10
2.	Backing-up Entered Data.....	11
3.	Data Aggregation.....	13
4.	Providing NIS field staff with Backups and aggregated files.....	15
VI.	APPENDIX A: MANUAL BACKUP PROCESS.....	16
1.	Control Panel Program Backup Process.....	16
2.	Manual Backup Process.....	18
VII.	APPENDIX B: MANUAL DATA AGGREGATION PROCESS.....	20

II. INTRODUCTION

An Electronic Data Capture (EDC) system is a computerized system designed for the collection of data in electronic format. EDC replaces traditional paper-based data collection to streamline the data collection process, eliminate the need for data entry, and expedite the time to compile the VACS data and prepare it for analysis.

Data collection for the Cambodia VACS 2013 will be performed using a personal laptop or netbook M&A Companion 2600, running Windows 7 and the specialized survey collection software CPro V5.0. Each of the interviewers will use this system to conduct the interviews and collect the data in real time.

Our EDC system includes a series of graphical screens for data entry and a validation component to check the validity of entered data.

This manual contains the procedures, standards, definitions, concepts and basic instructions necessary to work with the EDC using CPro, in order to use the strictest standards of consistency, quality, accuracy and reliability.

This manual also contains the procedures, standards, definitions, concepts and basic instructions necessary for the Supervisors to work with the EDC using CPro.

III. GENERAL HANDLE AND CARE TIPS FOR YOUR NETBOOK

EDC Equipment

Each Supervisor will receive the same kit that the Enumerators will, plus some extra items to work with the EDC system. The kit contains the following items:

- One netbook M&A Companion 2600 running Windows 7 operative system, with touch screen and CSPro data entry software pre-loaded*
- Two battery packs
- One stylus pen
- One wall charger (120 – 240 Volts)
- One adapter for the wall charger
- One backpack
- One car charger
- One USB thumb drive (supervisors only)
- One complete spare kit containing all of the first 6 items – used to replace enumerators' materials in case of emergency

Handling your netbook

- The netbook that you'll receive is a very valuable and delicate instrument. Please handle it gently.
- Do not ever drop the netbook, get it wet or leave it outdoors.
- Open and close the screen gently.
- If you like to work in "tablet" mode with the screen lying flat, please turn the screen gently following the correct direction (clockwise to switch to "tablet" mode, and counterclockwise to return it to the regular mode)
- Do not over-extend the screen when you open it.
- Never leave the netbook open. Close the lid when it is not in use.
- If the charging cable does not slide in easily when you plug it in, STOP! Make sure you are plugging the correct cable into the plug.
- Be sure nothing is stacked or thrown on top of the netbook.
- Do not leave the netbook charging over a very long period of time – this will destroy the battery. When it is fully charged, please unplug it.

Storing your netbook

- Know where your netbook is at all times. Please keep your netbook in your backpack when you are not using it.
- Treat the netbook like you would your wallet or your purse. Do not leave it lying around.
- Avoid leaving the netbook in the car, or if you must, lock it in the trunk.
- Never let the edge of your netbook hang over a desk or table.

- Avoid leaving the netbook exposed to extreme temperatures, hot or cold.
- Do not leave your netbook on the floor.
- When not in use, keep your netbook in its carrying case and wrapped in a plastic bag – this will protect it from rain and water

Carrying your netbook

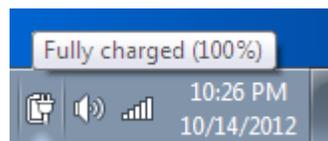
- Close the netbook screen whenever you carry it.
- When you are moving between households **please do not** shut down your computer - the netbook has been set up to go to Standby mode. Simply close the lid and pack it into your backpack.
- Disconnect cables and cords before picking up your netbook.
- Use both hands to carry your netbook.
- Do not to leave any objects, like a pen, between the screen and the keyboard when closing the netbook.
- If it is raining and you have to walk to another household, please do not bring your netbook in your hands - use your backpack.

Food and Drink

- Food and drinks make your netbook dirty and can seriously damage it.
- Keep all food and drinks away from your netbook, and make sure to clean your hands before handling the netbook if you have been eating.

Recharge

- You will have 2 batteries for your netbook. Each fully charged battery will give your netbook about 6 or 7 hours of battery life. Please pay close attention to the charge icon next to the clock at the lower right-hand corner of your screen. This icon tells you how much charge you have in your battery.



- Recharge the batteries every night. You must start each and every day with two fully charged batteries. Establish a routine at home or your rest place each evening whereby you recharge your netbook. The charging process will take about 2 hours per battery.
- Make sure to coordinate charging schedules with other members of your team if there are a limited number of outlets.

- You can also charge your battery using the car charger while you are traveling.
- When using or charging the netbook, it is normal for the bottom of the case to get warm.
- Be careful with the charger. Do not step on or yank the cord.
- Unplug the netbook if there is an electrical storm.
- Please DO NOT start a new interview if your computer has less than 20% of battery life - switch to your spare battery.
- You must close all open windows and TURN OFF the netbook completely to change the battery.
-

Other Important Considerations

- You are not allowed to connect to your netbook any kind of USB thumb drive, mp3 player, iPod, iPad, portable hard drive or USB modem. These devices could have viruses or any other malware software.
- You are not allowed to connect your netbook to any Wi-Fi or cable network.
- You are not allowed to change any of the Windows 7 configurations like the screen saver, desktop background, sounds, fonts, etc.

Supervision of Interviewers and Netbook Use

- As a Supervisor you have the overall responsibility for all the data and team's equipment, including each interviewer's netbooks. You must ensure that each member of your team is following all the handling, care, and operation procedures and that each interviewer is exercising the highest level of caution to keep their netbooks safe and undamaged.
- You must ensure that your interviewers are following rules for electronic security, are not connecting to internet sources, and are not plugging thumb drives into their computers.
- If any given interviewer is not following the rules and best practices, you must strongly remind them of these rules and report the situation to the managers the survey.
- Following all the security rules above will help prevent any incident that could compromise your team's security, the safety of the equipment, and/or the security of the data.
- You must verify that the interviewers have both batteries charged at the beginning of each day to ensure that they can work without problems.

IV. CSPro DATA ENTRY SOFTWARE

The data entry system of the Violence Against Children Survey Cambodia 2013 has been developed by the US Centers for Disease Control and Prevention's National Center for Injury Prevention and Control (CDC/NCIPC) using the Software CSPro V5.0.

This data entry software includes acceptable ranges for each field, automatic skips, and will perform consistency checks on the information entered.

1. Concepts and Definitions

All of the terms described below are intended to familiarize you with the language used by CSPro during data entry of the survey.

Questionnaire: The questionnaire is composed of the following parts for each household:

- Visit Record Form
- Household Listing Form (Form A)
- Consents Forms (Forms B, C, D, E)
- Household Questionnaire
- Respondent (Female or Male) Questionnaire

The questionnaire is referred to as a "Case" in the CSPro Data Entry application.

Forms: Each screen on the computer is designed for data entry – after the completion of each screen, CSPro will advance to the next.

Consistency: CSPro checks for data problems, including whether answers in the survey match earlier answers – these are called consistency checks. For example, when you enter the Age and the Date of Birth of a person, the system compares the data that you entered, and calculates the age of the person based on the current date of interview. If the age entered is not correct, CSPro will display an error message informing you about the problem.

Ranges: CSPro is programmed with all possible valid answers for each question. For example, the valid values for question F3 of the Female Questionnaire (Have you ever attended school?) are 1=YES, 2=NO and 99=DON'T KNOW/DECLINED, so this question has a range of "1, 2 and 99".

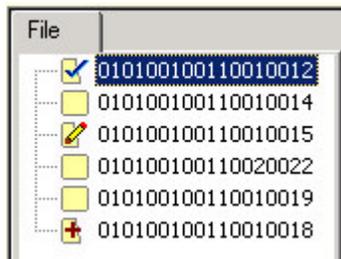
Add: Add a new interview to the database.

Modify: Modify an existing interview or a form in an existing interview.

2. Components of CSPro

Trees:

There are two trees on the left side of the screen. The file tree shows all cases in the data file. The tree shows the complete IDs for each case. The icons in front of the IDs indicate whether the case is complete or partial. For example the tree might look like:



In the tree above, the first case has been verified, the third case is in the process of being modified, and the last case has been partially added.

Fields:

A field is the place on a data entry form where you enter data. During data entry, the cursor moves from one field to the next, according to the order and pre-defined skip patterns. Fields are shown on the form as text boxes, radial buttons, or check boxes. Some fields cannot be entered because they are filled automatically or have been skipped, and will appear in a dark gray color.

Forms:

A form, or data entry screen, appears on the computer screen when you Add, Modify or Verify cases. A form contains data fields and text. Forms may be larger than the actual screen area. The form will scroll automatically to insure that the field you are entering is visible on the screen.

As you complete one form, the next form is displayed. If you move backward from the first field on a form, the previous form is displayed. The forms have been configured to appear in pink for the Female survey and blue for the Male survey.

3. Operation of CSPro

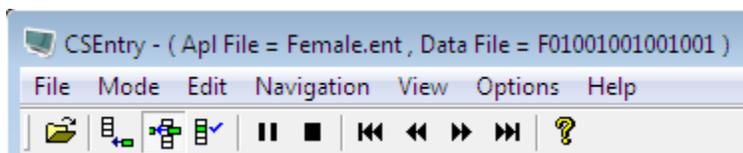
When you run CSPro and start to type information into each field, CSPro automatically does several things.

- 1) When you click on the answer box, a box may pop up with answer responses – choose one of these by clicking on the response option (if a box does not pop up, you will type in your response)
- 2) Once an answer response has been chosen or typed into the field, CSPro will check to verify that this is a valid response
- 3) If the response is found to be valid, CSPro will skip to the next appropriate question automatically.

3.1 CSEntry Toolbar

The CSEntry toolbar is displayed across the top of the window, below the menu bar in CSPro. It provides quick mouse access to many features used in data entry.

-  Open a data file
-  Add case – to enter a new case
-  Modify case – to change an existing or previously entered case
-  Verify case – verify an existing or previously entered case
-  Pause the timer – the timer for statistical purposes is suspended
-  Stop adding or modifying
-  Go to first case or household
-  Go to previous case or household
-  Go to next case or household
-  Go to last case or household
-  Get help



3.2 CSEntry Shortcuts

Below are some shortcut keys for special use in data entry using CSEntry:

Ctrl + A	Add cases to the data file.
Ctrl + M	Modify cases in the data file.
Ctrl + P	Pause entry operations to take a break.
Ctrl + S	Stop data entry operations.
Enter	Move forward to the next field.
Tab	Move forward to the next field.
Down arrow	Move forward to the next field.
Up arrow	Move backward to the previous field.
Shift + Tab	Move backward to the previous field.
Ctrl + Home	Move to the first case in the file. (modify only)
Ctrl + PgUp	Move to the previous case in the file. (modify only)
Ctrl + PgDn	Move to the next case in the file. (modify only)
Ctrl + End	Move to the last case in the file. (modify only)
F6	Go to a particular field/variable number.
Ctrl + F	Find a case.
Alt + F4	Quit the application.

V. ELECTRONIC DATA COLLECTION PROCESS

Please refer to the ENUMERATORS MANUAL to know the details of the Data Entry Process and the responsibilities of the interviewers.

1. Overview of Supervisor responsibilities in the field

As supervisor you are responsible for the following:

Before starting the Electronic Data Collection Process each day

1. Each morning, make sure all interviewers have all necessary equipment, including two fully charged batteries.
2. Supervise the interviewers to enter the unique cluster number into the MS Access Control Panel – this must be done each morning whether you have moved to a new cluster or have stayed in the same cluster
3. Assign each interviewer the households they are responsible for each day in each EA – make sure they know which household corresponds to which number.
4. Always check the security of your team and equipment.

During the Electronic Data Collection Process each day

1. Supervise and assist the interviewers with survey and equipment needs throughout the day.
2. Be aware of security issues and any signal of danger due to the environment or other people - the security of your team is always first.
3. Help troubleshoot problems with the equipment and provide backup equipment when needed
4. Make sure interviewers make a daily backup of the data. You can also request to have this done at any time, if you consider it necessary.

Finishing the work day of Electronic Data Collection Process

1. Meet with each interviewer to discuss any issues with EDC throughout the day
2. With each interviewer, collect the list of households visit and surveys completed for your Cluster Control Form, and double-check this against the interviewers data on their netbook
3. Back up each interviewer's data on your thumb drive using the MS Access Control Panel.
4. Once you have backed up data from all 4 interviewer's netbooks, run the Aggregation Process on your own netbook.
5. Whenever necessary, meet with NIS staff in the field to copy Backups and Aggregated files to NIS official computers.

2. Backing-up Entered Data

After the end of a work day, the interviewers have been instructed to back up data onto their netbooks using the instructions in their manual. You can also request that they back up the data any time other time you think necessary, and the MS Access control panel will save the information under a unique name each time.

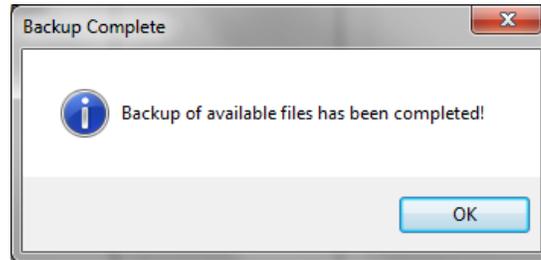
The process to back up data is almost the same for Supervisors as for interviewers, but you will save your backup onto a thumb drive. To back up the interviewer's data each evening, follow the steps below:

1. In CSPro on your interviewer's computer, double check that he/she completed the households that were assigned to him/her and that each household has the correct number using the column on the left. If there are any mistakes, discuss with the interviewer to correct them.
2. Once this is verified, close any open CSPro windows - make sure that all cases have been saved.
3. Attach the approved thumb drive onto one of the USB ports of the interviewer's netbook.
4. Open the MS Access application.
5. Do not modify any of the selections the interviewer has already entered, and click on the "BACKUP FILE" button.

The screenshot shows the CSPro data entry interface. At the top right, a red arrow points to a button labeled "BACKUP FILE". Below this, there is a "Form type" section with two radio buttons: "Male" (unchecked) and "Female" (checked). The main area contains a table with four columns: "City/Province", "Khan/District", "Sangkat/Commune", and "Mondul/Village". The table lists various locations, with the first row selected. To the right of the table, there is an "EA number" field with the value "2" and a "Start data entry" button. Below the table, there is a "View all the existing files" button.

City/Province	Khan/District	Sangkat/Commune	Mondul/Village
01 Banteay Meanchey	02 Mongkol Borei	01 Banteay Neang	18 Ou Andoung Kaeut
02 Battambang	04 Preah Netr Preah	07 Phnum Touch	
03 Kampong Cham	05 Ou Chrov		
04 Kampong Chhnang	08 Svay Chek		
05 Kampong Speu	10 Krong Paoy Paet		
06 Kampong Thom			
07 Kampot			
08 Kandal			
10 Kratie			
12 Phnom Penh			
14 Prey Veng			
15 Pursat			
16 Ratanak Kiri			
17 Siemreap			
18 Preah Sihanouk			
20 Svay Rieng			
21 Takeo			
22 Oddar Meanchey			

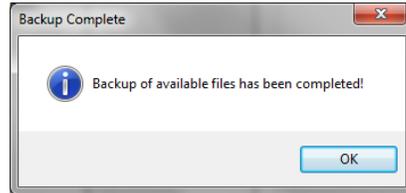
- The program will back up the data onto your thumb drive. If the backup is done correctly, you should see the following message:



- Once you have backed up the necessary data from all 4 interviewers onto your thumb drive, make sure all programs are closed on your netbook and insert the thumb drive into one of the USB port on your netbook (supervisor's computer).
- Open the MS Access control panel and enter your supervisor code. After a successful log in, you should see the following screen:

- Making sure the thumb drive is attached, click on the “BACKUP” button. This process will transfer the files from the USB flash drive to the proper directories in the supervisor’s computer.

10. After a successful backup procedure you will see a screen similar to this:



11. You can now close the MS Access control panel, and carefully remove the USB flash drive from your computer.

12. Once all backups for the day have been completed, you can start the aggregation process.

NOTE: If for any reason, the process above fails. Please refer to APPENDIX A at the end of this manual for the description of the manual process to backup the data.

3. Data Aggregation

The Data Aggregation process will join two or more CPro data files to get a final data file. This process must be executed each day, and for each completed EA. Each finalized EA file must contain 25 cases or households.

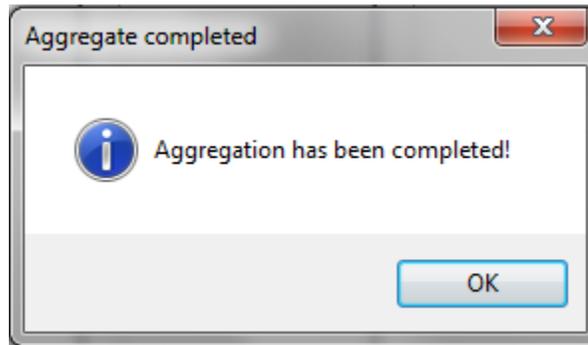
In order to perform this process, you must have already created backups of all your interviewer's data files.

To start the process, follow these steps:

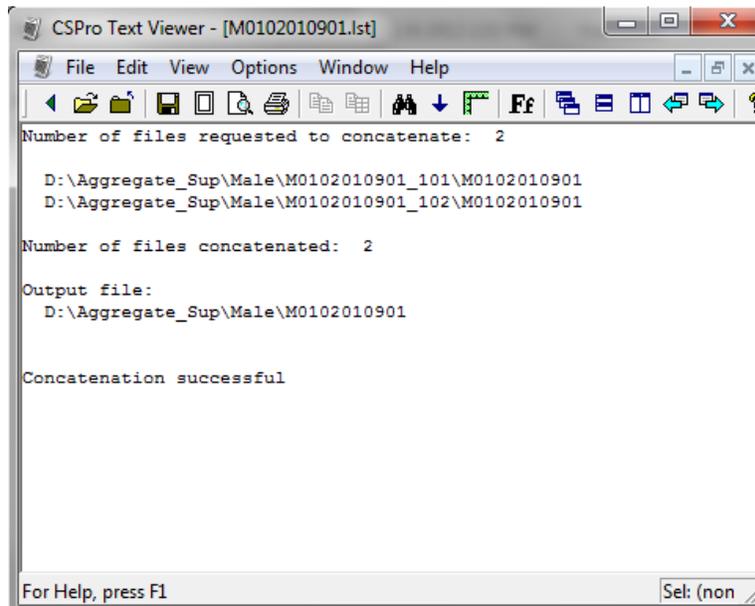
1. If you are not already in MS Access, open the program and enter your supervisor code
2. You will notice an "AGGREGATE" button is only on the screen of supervisor's netbooks.

រាជធានី/ខេត្ត City/Province	ខណ្ឌ/ស្រុក Khan/District	សង្កាត់/ឃុំ Sangkat/Commune	មណ្ឌល/ភូមិ Mondul/Village	លេខ មណ្ឌល អង្កេត EA number
				1

3. Making sure that the USB thumb drive is still plugged in and loaded, make the proper selections for City, District, Commune and Village.
4. Once the identification code appears, select it by clicking on it.
5. Now click on the “AGGREGATE” button to start the procedure.
6. After a successful aggregation, you will see the following pop-up:



7. If the aggregation was successful, you will also be able to see the following screen – this will show you how many files are aggregated for this EA. Once the EA is completed, you should see 25 files.



8. Repeat the process for each EA.

NOTE: If for any reason the process above fails, please refer to APPENDIX B for at the end of this manual for description of the manual process to aggregate data files.

4. Providing NIS field staff with Backups and aggregated files

At several times throughout the survey implementation, you will meet in the field with NIS staff in order to deliver the backups and aggregated data files. The NIS field staff will use their own USB thumb drives to copy all your backup files and all your finished and aggregated files onto NIS computers to bring back to Phnom Penh.

Do not ever send these files over email! They can only be transferred directly from your computer to an NIS thumb drive and then directly onto NIS computers.

VI. APPENDIX A: MANUAL BACKUP PROCESS

1. Control Panel Program Backup Process

The MS Access Control Panel will automatically create a new folder in the local C drive of each interviewer's netbook when the interviewer creates a daily backup of their files. The backup files will be found in the following location:

C:\Backup\Female\E101-2012_10_11_10_30

The format of this folder is based on the Windows system time at the time of the backup and is explained below:

E101-2012_10_11_10_30

- E101 is the enumerator's or interviewer code
- 2012_10_11 is the date of the Windows system YYYY_MM_DD
- 10-30 is the time of the Windows system HH_MM

The MS Access Control Panel will also create folders in your USB thumb drive in the following folders:

D:\Backup\Female\E101-2012_10_11_10_30

D:\Aggregate\Female\F0102011802_E101

Where:

- F0102011802 is the last entered EA.
- E101 is the enumerator's or interviewer code

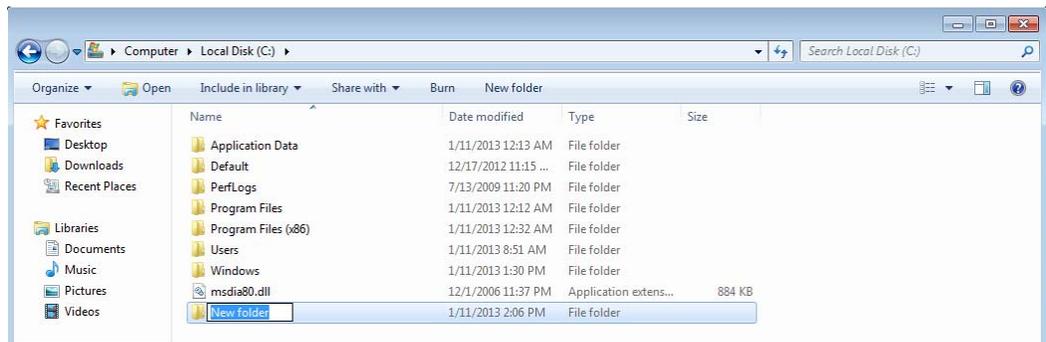
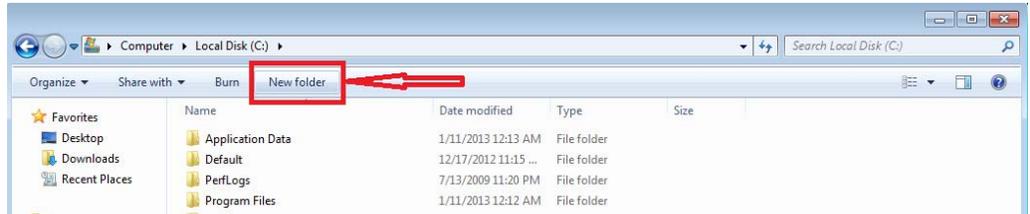
If the automatic backup process is not successful, you can back up your data manually. Please immediately report any problem with the backup process to NIS.

NOTE: If any or all folders are missing from your computer. Please follow these steps to create them accordingly:

- Open the Windows Explorer clicking on the icon which is next to the Windows Start Button



- Navigate to the C: drive, and click on the “New Folder” button.



- You should now see a folder created with the default name “New Folder”. Name this folder “Backup”. In this folder, create a second folder with the correct gender (Male/Female). In this folder, create a third folder using the identification code of the EA you would like to aggregate. For the above example, name your folder:

E101-2012_10_11_10_30

So your final path will be:

C:\Backup\Female\E101-2012_10_11_10_30

- Once all folders are created, you can continue the manual backup process.

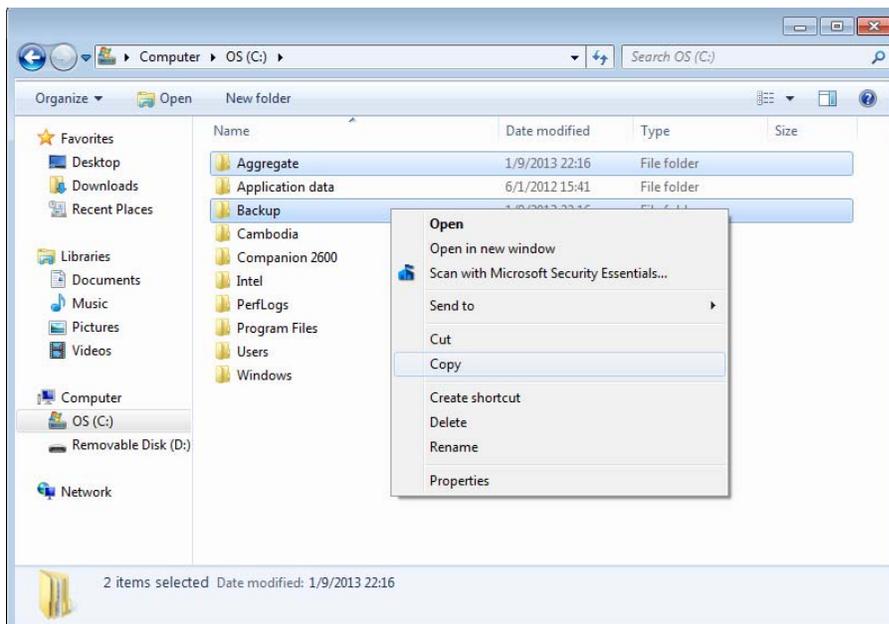
2. Manual Backup Process

Once all the interviewers in your team have created their local backups, follow these instructions step-by-step in order to copy and back up the team data to your netbook manually:

1. Close your CSPro window, making sure that you already have saved the current case.
2. Open the Windows Explorer clicking on the icon which is next to the Windows Start Button



3. Go to the Computer folder and click on the Hard Drive OS(C:) and select the folders “Backup” and “Aggregate”. Right click and copy the folders “Backup” and “Aggregate”.

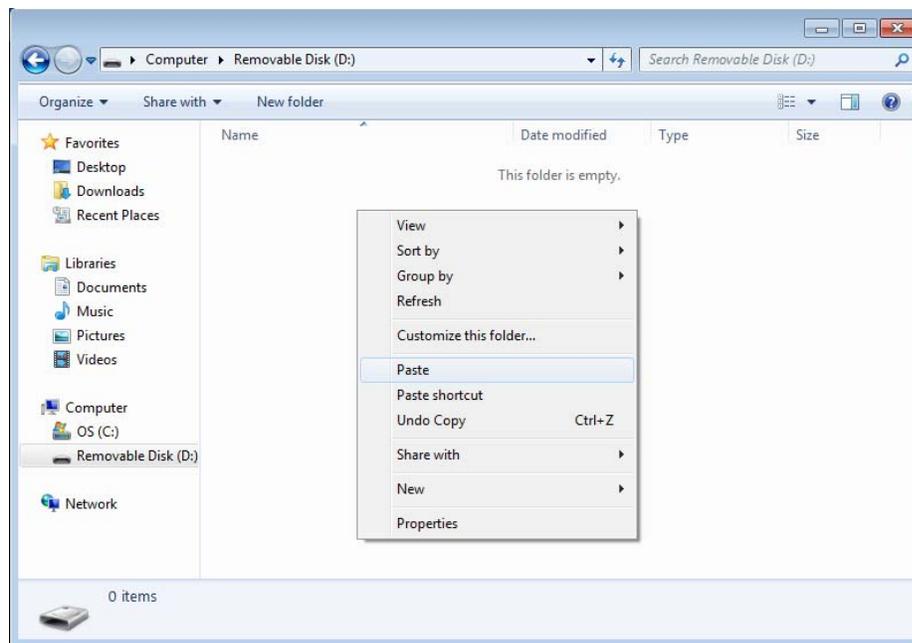


4. Attach the USB thumb drive into one of the USB ports of the interviewer’s netbook.

5. Leave the previous folder open and then open a new window of the Windows Explorer by clicking again on the icon next to the Windows Start Button.



6. Navigate to the Computer folder and click on the Removable Disk(D:), which will be your thumb drive. Paste the copied “Backup” and “Aggregate” folders onto your thumb drive.



7. After copying these files to your thumb drive, close all windows of the Window Explorer and eject your thumb drive
8. Insert the thumb drive into your supervisor netbook, and copy the folder Backup to the supervisor computer.
9. Repeat the process for each enumerator.

VII. APPENDIX B: MANUAL DATA AGGREGATION PROCESS

If the MS Access Control Panel did not successfully aggregate the data, you can do this process manually. Please follow these instructions step-by-step:

1. Open Windows Explorer, and verify that you have the following series of folders in the C: drive:

C:\Aggregate\Female (may either be Female or Male)

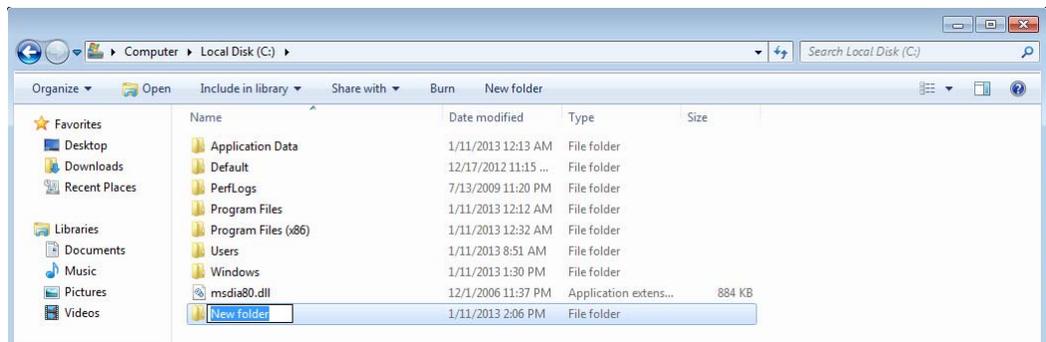
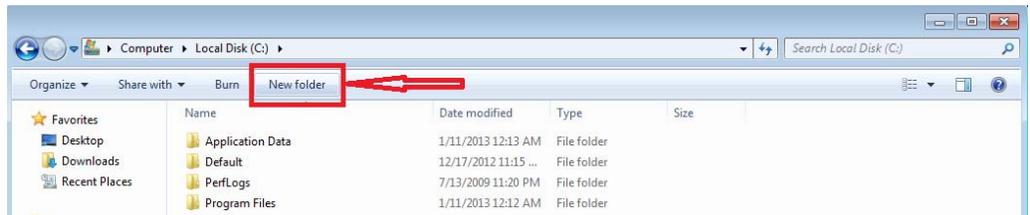
2. In this folder, verify that you have a folder corresponding to the appropriate EA code you are aggregating data for

NOTE: If any or all folders are missing from your computer. Please follow these steps to create them accordingly:

- Open the Windows Explorer clicking on the icon which is next to the Windows Start Button



- Navigate to the C: drive, and click on the “New Folder” button.



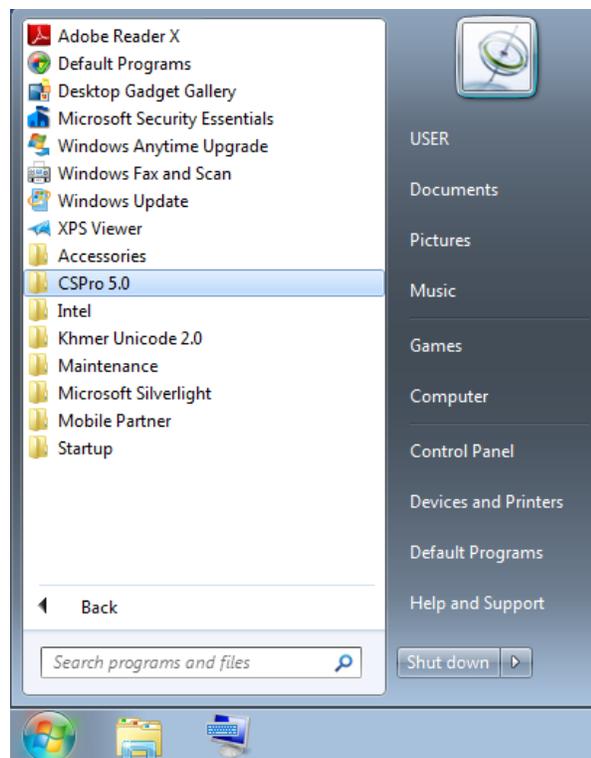
- You should now see a folder created with the default name “New Folder”. Name this folder “Aggregate”. In this folder, create a second folder with the correct gender (Male/Female). In this folder, create a third folder using the identification code of the EA you would like to aggregate. For example, name your folder: **F0101010101**

- If you already have the path **C:\Aggregate\Female** then only add a folder with the EA code. The final path for your aggregation folder should be as follows:

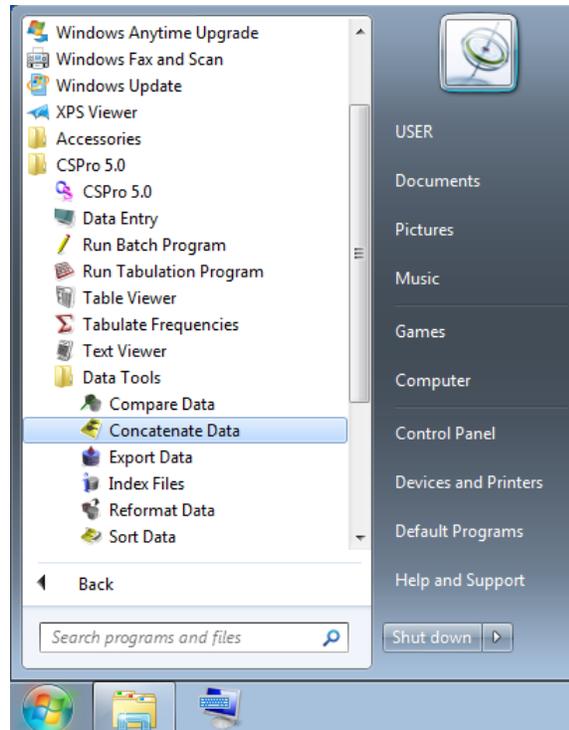
C:\Aggregate\Female\F0101010101

Using the appropriate gender and EA number

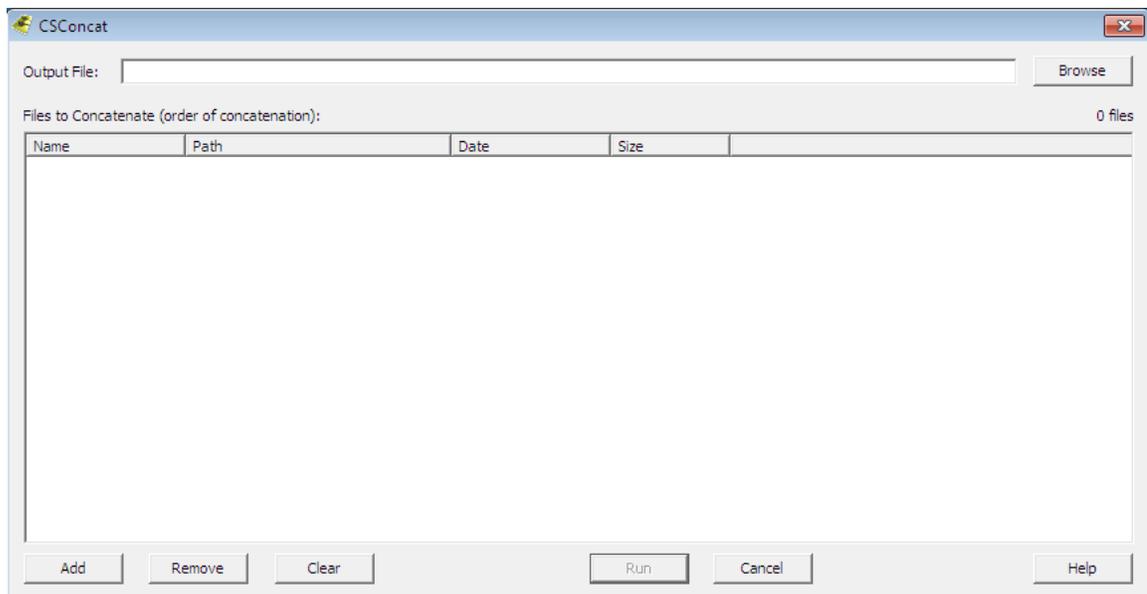
- Once all necessary folders are created, please make sure the backup process has also been properly completed and continue the manual aggregation process.
3. Click on the Windows Start button, then the “All Programs” button, and then click on the CSPro 5.0 folder.



4. Click on the “Data Tools Folder” and then click on the “Concatenate Data” button.



5. CPro will display the following window:

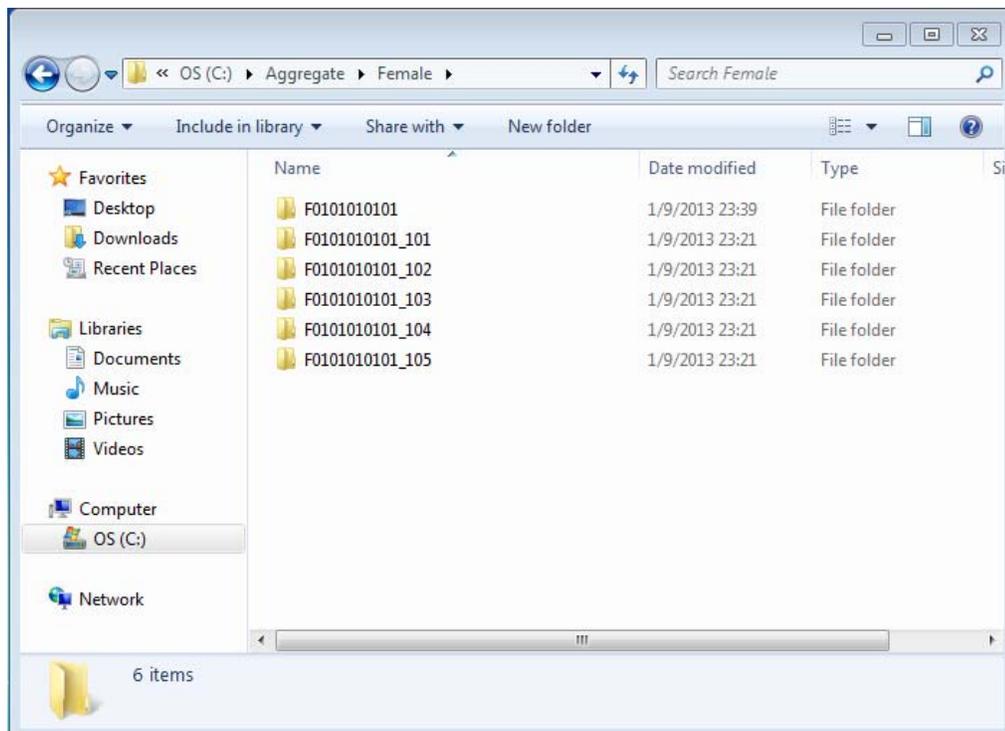


6. **Output File:** The Output File is the route and name assigned to the aggregated file, which we created in step 1 above. In this example we are aggregating the data files of the EA F0101010101. In the Output File line, type:

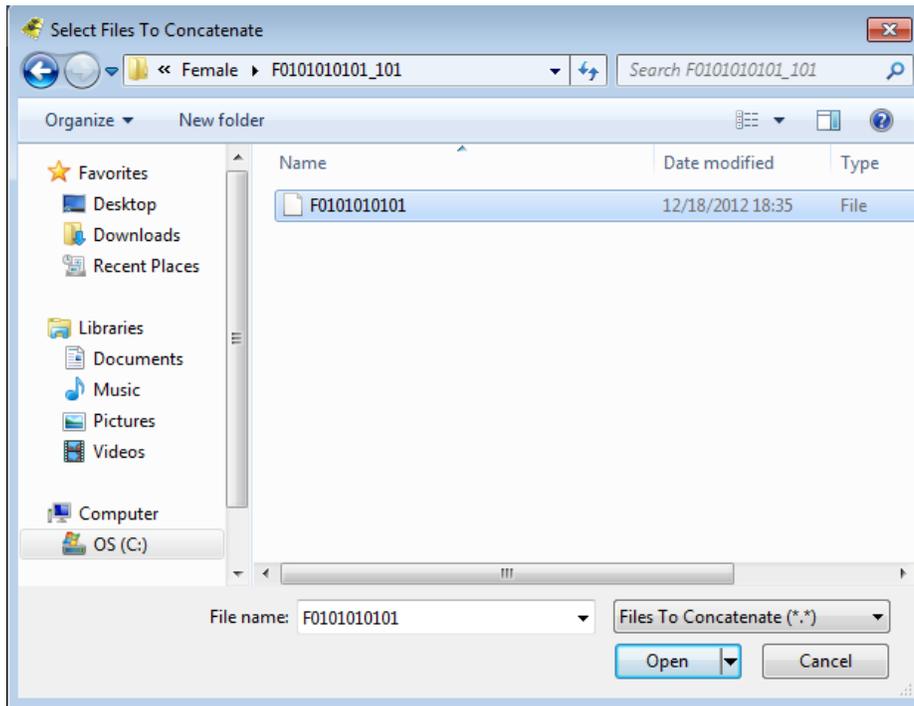
C:\Aggregate\Female\F0101010101



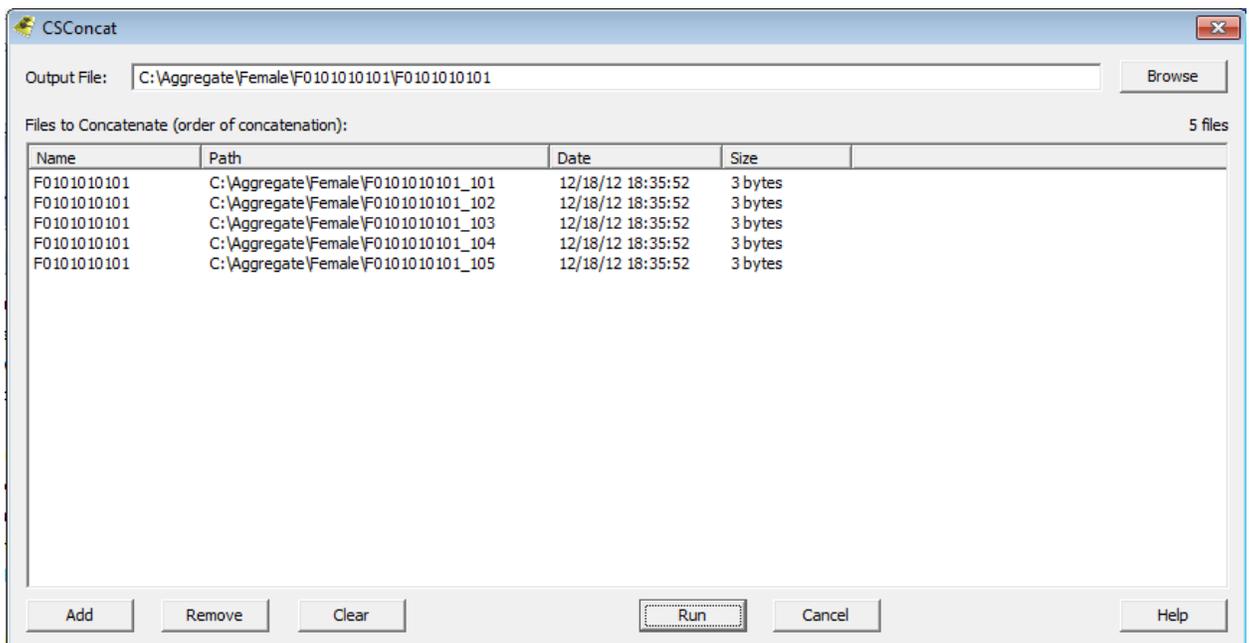
7. **Add:** Click the button marked "Add", and choose the data files that we like to aggregate. In this case, you need to select the files that you already copied in the backup process.



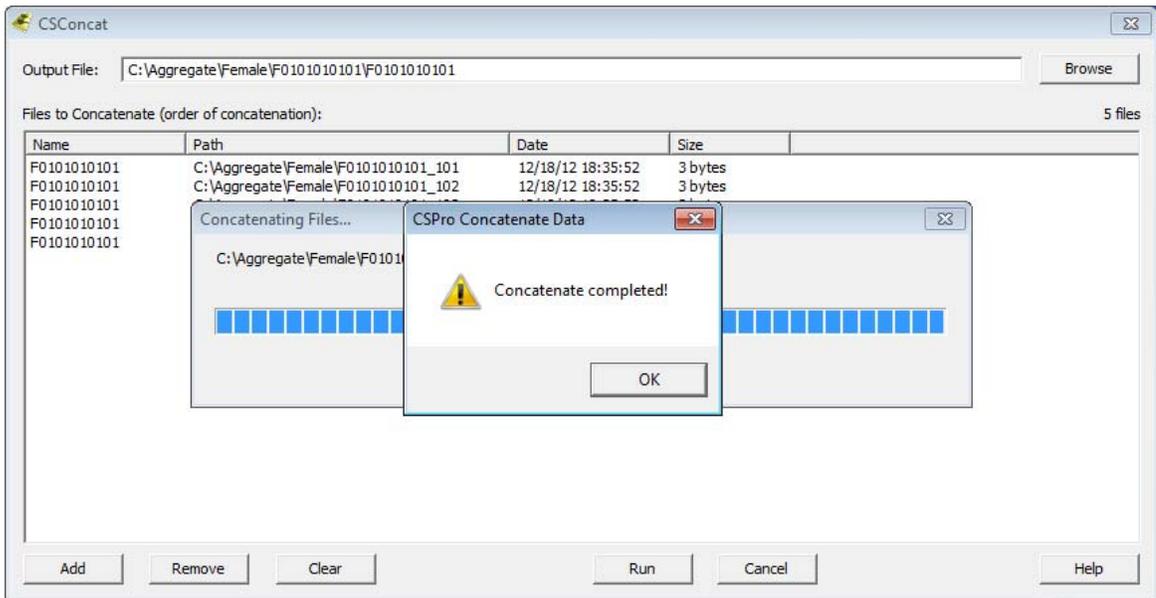
- Open the folder for the backup files of Interviewer 101, and select the data file inside. Click on the file, and then the click on the Open button.



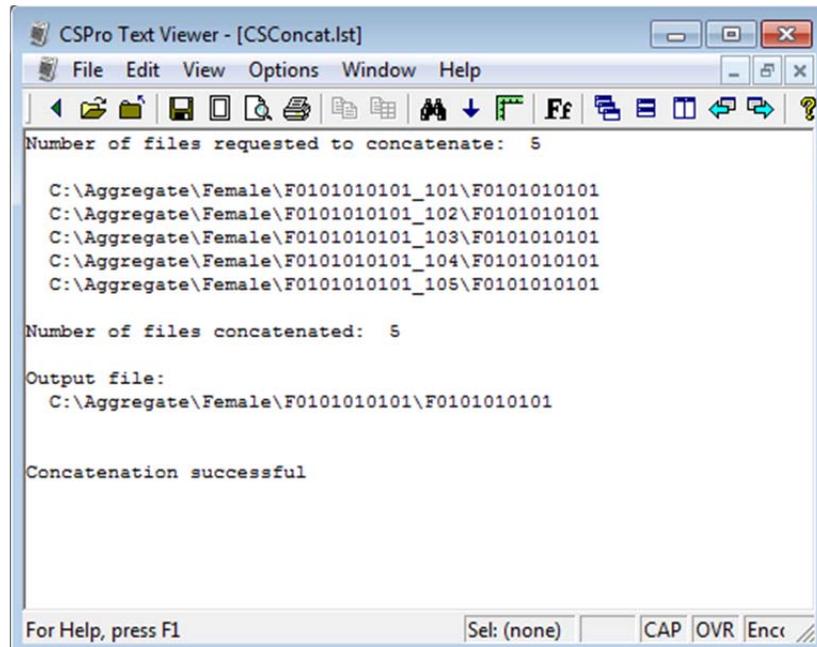
- Complete this process for the backup data file from each of the interviewers of the same EA. When you have finished adding all the data files, your windows should look like this:



10. Please be sure that all necessary data files are listed in the window above.
11. Click on the Run button. If aggregation is successful, you will get a confirmation message that the process is complete. If you have an error message please check if you selected the correct files and the route of the Output file is correct.



12. CSPro will also display a summary window indicating the concatenated files.



13. Once aggregation is complete, you will find the concatenated file:

F0101010101

in your Windows Explorer, and going into the folder:

C:\Aggregate\Female\F0101010101