

## Accessing Raw Data in Database Builder

### Two Options for Accessing Raw Data in Database Builder:

- 1) Measurement Point Reports – gives you responses to each question, in numbers and percents
- 2) Downloading Data – gives you a spreadsheet of your raw data

### **PLEASE NOTE: Important considerations for looking at these data:**

- 1) **Confidentiality** – downloaded data is connected to each participant with his/her code. You must keep this information confidential.
- 2) **Unmatched Data** – the data in Database Builder (DbB) contains all pre-tests and all post-tests entered. If there are pre-test surveys with no matching post-test (or vice-versa), the data may be skewed. You cannot safely conclude that the change from pre to post is actual change in participants from the program. [For example, let's say a group of participants who used substances pretty heavily in the past 30 days took a pre-test but dropped out of the program and did not take a post-test. And, those who remained in the program and took the post-test had little to no past 30-day use on the pre-test or the post-test. The post-test data would show much less use than the pre-test data because the post-test data does not include the heavy-using group, so a person may mistakenly conclude that the program had a significant effect on reducing substance use in participants.]
- 3) **Uncleaned Data** – unless you and the Consortium have checked all data possible for data entry errors and you have corrected those errors, the data may not be fully accurate. Contractors and the Consortium should work to identify and correct data errors before the data is used. *NOTE: Careful data entry and checking data consistently by the agencies help ensure that the data is accurate.* The Consortium can only check for errors in the Administrative section of the surveys prior to year-end; agencies can help ensure the accuracy of the data they access in DbB through periodic internal data checks.

## **To Access Data:**

1) After logging in, select “Create Reports”

2) Select one of the three options: Single Measurement Point, Dual Measurement Point (side by side), and Download

## **Measurement Point Reports**

### **1) Single Measurement Point:**

A) After selecting this option, select the survey/measurement point for which you want data (pre-test, 1-year post, etc.), and hit “Next.”

B) The next page allows you to group and filter data. If you want to view all the data in that measurement point, leave this page as it is and hit “Next.”

C) View your data

### **D) Grouping and Filtering Data**

1) “Data Group By” Option:

- Gives you data separated into columns by the variable you select (e.g., selecting “YEAR” would yield a separate column for each calendar year for which you have data)
- Selecting two or more variables gives you a separate report for each variable selected

2) “Data Filtering” Options\*: gives you data only for the variable options you select (e.g., you can chose to view data for a specific prevention program)

\*NOTE: You must *de-select* or un-check the “Include All Values” box for that variable, or it will not filter the data.

### **2) Dual Measurement Point:**

A) This allows you to compare pre- and post-test, or successive years of post-test data side by side. After selecting this option, follow the same procedure as for “Single Measurement Point,” selecting two survey/measurement points for which you want data.

B) DbB does not allow you to “group” data for dual measurement point reports, but you can filter data.

C) **Please note that post-test data appears *before* pre-test data** (post-test data is in the first column, pre-test in the second because the system organizes things alphabetically)

## **Downloading Data**

- 1) After selecting the “Download” option, select the survey/measurement point for which you want data (pre-test, 1-year post, etc.)
- 2) Select what you want the file to contain: Answer text, answer codes, or both
  - ◆ Answer text – gives you each response in narrative – good for easily viewing responses and checking data for errors
  - ◆ Answer codes – gives you each response in a numerical code assigned to each response option – needed for analyzing data. NOTE: You can download the codebook to translate the numerical codes by clicking the “Codebook” button (to save the codebook file, save it as a Word document).
  - ◆ Both – gives you answers in code and text side by side for each survey question
- 3) Hit “Download.” NOTE: Files download into a web-based Excel format
- 4) To save the file, save it as an Excel spreadsheet or workbook
- 5) Downloaded data can be sorted by any variable.