# CQC new_logo_CMYK

# FINAL DATA CHECKLIST

# Children and Young People’s Patient Experience Survey 2018

Last updated: 21th May 2019

This checklist is for the use of in-house trusts and approved contractors.

Before submitting final data to the Survey Coordination Centre, please carry out the checks listed below and include this checklist when you submit final data. Please refer to the [Survey Handbook](http://www.nhssurveys.org/surveys/1384) and [Entering and Submitting Final Data](http://www.nhssurveys.org/Filestore/Generic_instructions/Generic_Entering_submitting_data_V2.pdf) document for detailed instructions on how final data should be submitted to the Survey Coordination Centre.

The data entry spreadsheets for CYP18 can be found on the NHS surveys website [here.](http://www.nhssurveys.org/surveys/1430)



**It is essential these checks are carried out thoroughly!**

The Survey Coordination Centre is **not** obliged to make any corrections to your final data. If found to be incorrect, you may be required to correct and resubmit your final data.

**If incorrect final data cannot be corrected, the data may be considered unreliable and excluded from the survey.**

**Has the data been validated?**

Please ensure that your final data **exactly** reflects the answers given by each respondent and that the information detailed in the [Entering and Submitting Final Data](http://www.nhssurveys.org/Filestore/Generic_instructions/Generic_Entering_submitting_data_V2.pdf) document has been followed.



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| **Age 0-7 Questionnaire Data Entry Spreadsheet Checks** | **Initials** |
| All data is **raw** (uncleaned)and has been **validated** *(see the* [*Entering and Submitting Final Data*](http://nhssurveys.org/Filestore/Generic_instructions/Generic_Entering_submitting_data_V2.pdf) *instructions for more information)* |  |
| Your **file name** follows the correct naming convention: <**CYP18\_0-7 surveydata\_XXX.xlsx**> *(where XXX is your trust or contractor code)* |  |
| You have saved the data as a single Excel **worksheet**, rather than a workbook |  |
| Data columns are included for **all 54 questions** |  |
| The following questions have been entered as **multiple choice questions**: Q28, Q52. |  |
| All data is **correct** and all values are **in range** *(cells highlighted in orange indicate invalid values)* |  |
| Free-text comments have been entered **verbatim** and **in full** *(including comments written on additional sheets)* |  |
| Columns for the day, month and year you received a **completed** questionnaire have been completed |  |
| To comply with Data Protection regulations, any sample information relating to **name and address** has been removed  |  |
| Your file has been **zipped, encrypted** and **password-protected** before being submitted to the Survey Coordination Centre’s secure FTP site |  |
| Notify the Co-ordination Centre of the **password separately** from the data file |  |
| Telephone and email **contact details** of two people who will be available to respond to any queries about the data have been included at the end of this document |  |
| A **second check** to ensure all data is correct and that all values are in range (no orange cells) has been completed |  |
| Any additional variables or records collected in the sample frame, other than those required by the national survey, have been **removed** |  |

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| **Age 8-11 Questionnaire Data Entry Spreadsheet Checks** | **Initials** |
| All data is **raw** (uncleaned)and has been **validated** *(see the* [*Entering and Submitting Final Data*](http://nhssurveys.org/Filestore/Generic_instructions/Generic_Entering_submitting_data_V2.pdf) *instructions for more information)* |  |
| Your **file name** follows the correct naming convention: <**CYP18\_8-11 surveydata\_XXX.xlsx**> *(where XXX is your trust or contractor code)* |  |
| You have saved the data as a single Excel **worksheet**, rather than a workbook |  |
| Data columns are included for **all 62 questions** |  |
| The following questions have been entered as **multiple choice questions**: Q41, Q61 |  |
| All data is **correct** and all values are **in range** *(cells highlighted in orange indicate invalid values)* |  |
| Free-text comments have been entered **verbatim** and **in full** *(including comments written on additional sheets)* |  |
| Columns for the day, month and year you received a **completed** questionnaire have been completed |  |
| To comply with Data Protection regulations, any sample information relating to **name and address** has been removed  |  |
| Your file has been **zipped, encrypted** and **password-protected** before being submitted to the Survey Coordination Centre’s secure FTP site |  |
| Notify the Co-ordination Centre of the **password separately** from the data file |  |
| Telephone and email **contact details** of two people who will be available to respond to any queries about the data have been included at the end of this document |  |
| A **second check** to ensure all data is correct and that all values are in range (no orange cells) has been completed |  |
| Any additional variables or records collected in the sample frame, other than those required by the national survey, have been **removed** |  |

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| **Age 12-15 Questionnaire Data Entry Spreadsheet Checks** | **Initials** |
| All data is **raw** (uncleaned)and has been **validated** *(see the* [*Entering and Submitting Final Data*](http://nhssurveys.org/Filestore/Generic_instructions/Generic_Entering_submitting_data_V2.pdf) *instructions for more information)* |  |
| Your **file name** follows the correct naming convention: <**CYP18\_12-15 surveydata\_XXX.xlsx**> *(where XXX is your trust or contractor code)* |  |
| You have saved the data as a single Excel **worksheet**, rather than a workbook |  |
| Data columns are included for **all 63 questions** |  |
| The following questions have been entered as **multiple choice questions**: Q42, Q62 |  |
| All data is **correct** and all values are **in range** *(cells highlighted in orange indicate invalid values)* |  |
| Free-text comments have been entered **verbatim** and **in full** *(including comments written on additional sheets)* |  |
| Columns for the day, month and year you received a **completed** questionnaire have been completed |  |
| To comply with Data Protection regulations, any sample information relating to **name and address** has been removed  |  |
| Your file has been **zipped, encrypted** and **password-protected** before being submitted to the Survey Coordination Centre’s secure FTP site |  |
| Notify the Co-ordination Centre of the **password separately** from the data file |  |
| Telephone and email **contact details** of two people who will be available to respond to any queries about the data have been included at the end of this document |  |
| A **second check** to ensure all data is correct and that all values are in range (no orange cells) has been completed |  |
| Any additional variables or records collected in the sample frame, other than those required by the national survey, have been **removed** |  |

Please enter the contact details for two people who will be available to answer any queries regarding your final data.

**First contact**

Name:

Job title:

Phone number:

Email address:

**Second contact**

Name:

Job title:

Phone number:

Email address: