

Data Entry Guide for Victorian Patients Experience of Cancer Care Survey

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Introduction

The Victorian Patients' Experience of Cancer Care survey (VPECCS) is a questionnaire designed to collect information about the care experiences of patients treated for cancer in Victorian hospitals. VPECCS consists of nine modules relating to cancer care and an additional module assessing patient demographics. Of the nine modules relating to cancer care, seven focus on specific stages of care (diagnosis, deciding on treatment, surgery, chemotherapy, radiotherapy, emergency department care, follow-up) and two assess overall experiences of care and information provision. The survey is designed so that a treatment module could be used by itself to assess the care experiences of patients receiving a specific treatment. To allow information about cancer type and overall satisfaction with care to be collected when a treatment module is used, a brief survey has been developed. This brief survey collects data about cancer type, treatment, satisfaction with care overall and patient demographics.

To assist those wanting to use the survey, a procedures manual for conducting the survey within a health service, a data base for processing data collected in the survey and a manual for using the database has been developed.

The procedures manual can be accessed here <https://www2.health.vic.gov.au/about/health-strategies/cancer-care/cancer-projects/victorian-cancer-patient-experience-survey-tool-project>

The database is available on request from Cancer Strategy and Development <https://www2.health.vic.gov.au/about/health-strategies/cancer-care>

The procedures manual provides detailed information about the survey, conducting the survey in a health service, and reporting results from the survey. The information provided in this data entry manual should be read in conjunction with the procedures manual.

Purpose of this manual

This manual provides information regarding the use of the VPECCS database for data entry. Information regarding the structure of the database, how to navigate through the database and how to enter data is provided. The manual also provides information regarding using the reporting tools in the database, including how to export data.

The database

The database is a 2010 Microsoft ACCESS database designed for a single data-entry user. Microsoft ACCESS needs to be installed on your computer for the database to work.

The database is named PECS_Qx_Entry_SingleUserTest v1.accdb. The database is available on request from Cancer Strategy and Development <https://www2.health.vic.gov.au/about/health-strategies/cancer-care>

Double click on the database name and save it on your allocated network drive.

Once installed, to open the database click on the database name or icon.

Please note, data cannot be deleted from the database. It is recommended to make a copy of the database that can be used for data entry.

The database is made up of the Home page and data entry 'modules'. The patient id will always appear in the top left hand corner of the home page. The windows minimising, maximising and exit functions are present on all screens. However, only the exit function on the Home page is active.



Minimise, maximise and Exit buttons as per Microsoft Office Suite

Data entry modules match the survey modules (e.g. Surgery, Radiotherapy etc). Please enter the data according to the information the patient has provided. The database will automatically save the data you enter.

Patients' responses to the questions in the survey are stored as numbers in the database. The exceptions to this are text responses when patients are asked to provide a comment or specify their response.

The Home page

The Home page is the first screen you see when opening the database.



Exit function: clicking will exit the database

There are five sections on the Home page.

1. Patient Id: Records information on patient id and who completed survey
2. Instructions: Provides brief instructions on using the database
3. Data entry: Buttons to select the data entry module for the survey module
4. Reporting: Buttons to generate a frequency report for each survey module
5. Export to .csv: Buttons to export data for each survey module into a *.csv data file.

Navigating through the data entry screens

- You can use the mouse, TAB or ENTER key to move around the data entry screens, and from one question to the next. Shift+TAB can be used to navigate backward through the fields.
- Use the mouse to navigate to the 'close form' box at the end of a survey module's data entry screen.

General data entry procedures

As indicated, the database stores patients' responses as numbers. The numbers used to represent responses to the different survey questions are indicated by a numbered code next to the response box associated with each questions' response options as shown below.

- ₁ Yes, I understood it completely
- ₂ Yes, I understood most of it
- ₃ I understood some of it

Number representing response

Throughout the survey, the codes shown in Table 1 are used when a question is:

- a missing response, ie not answered and it should be,
- a multiple response, ie more than one option is ticked when only one should be,
- an invalid response, ie the answer does not make sense.

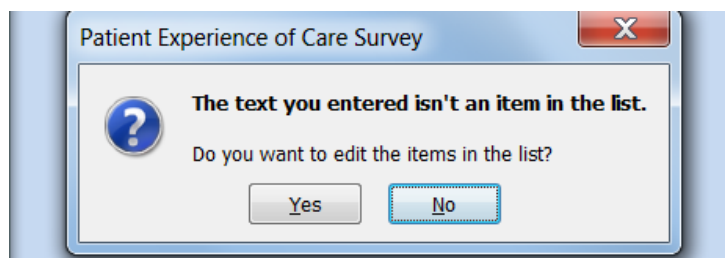
For most questions a one or two digit code can be entered. However, some questions require a four digit response (e.g. year or postcode). For these questions use the four digit codes to indicate a missing, multiple or invalid response.

Table 1. Codes to be used when answers are: missing, multiple responses or invalid responses are given

Type of response	Code	To be used when
Invalid response	77 or 7777	Response is not a possible value or is not one of the allowed responses (for ticks marked between boxes this should be entered as invalid rather than missing)
Multiple response	88 or 9999	More than one response has been given for a single response question
Missing response	99 or 9999	No response is given (response left blank)

On-screen message prompts and warning

The following message prompt is displayed if data is entered that is not in the response option list.



If this message appears tick the 'No' box and correct the data entered.

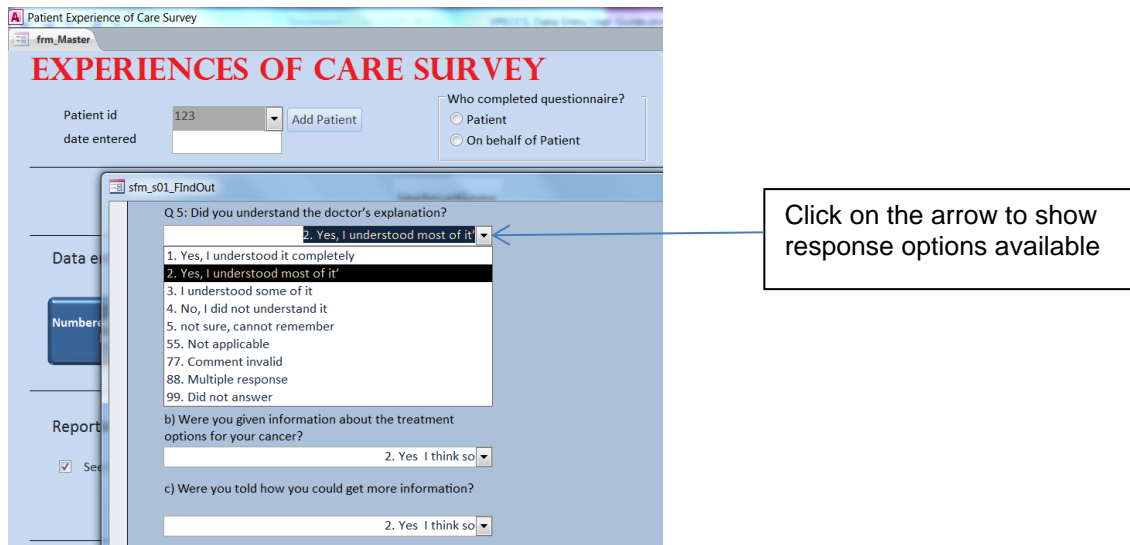
Data entry options

There are three possible ways to enter data into the database:

1. Drop down menus
2. Entering numbers next to the response boxes
3. Typing in the text of the response option

1. Using the drop down menu

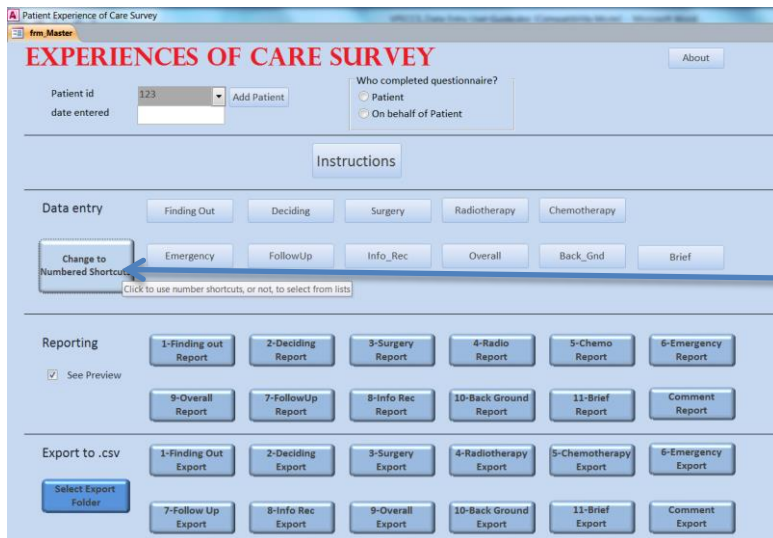
Clicking on the arrow in the response box will show a drop down menu listing all response options available for the question, including missing, invalid and multiple response. Scroll down the list to find the selected answer and select the response. This will place the response into the response box.



2. Using numbers for data entry

The number next to each response option box can be used for data entry. Type in the number in the response box and the number and response text will appear.

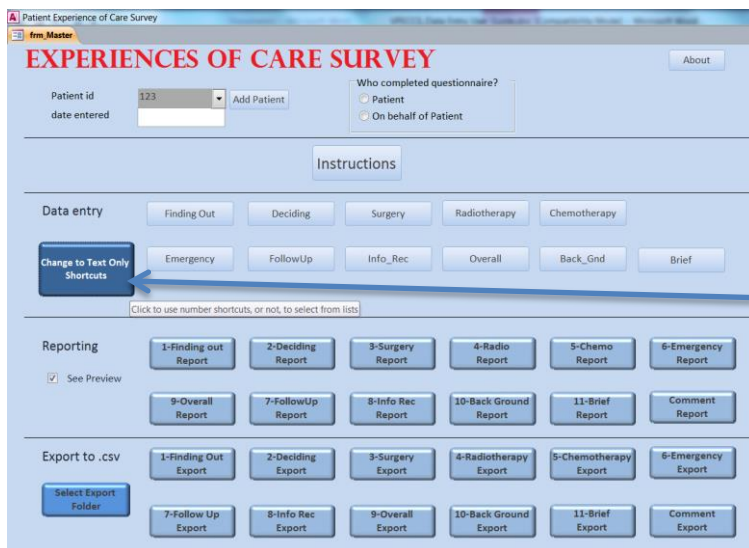
To allow numbers to be used for data entry, click on the button marked 'Change to numbered shortcuts' on the Home page as below. Once selected, a pop-up box will appear saying "Numbered shortcuts are now in effect", select ok to confirm. After switching to number shortcuts, the description on the button will change to: "Change to text shortcuts". The preference for number entry will remain active until it is switched off.



Click to allow entry using numbers

3. Using text for data entry

For this method of data entry, type in the exact wording of the response option ticked by the patient. To enable this data entry option, switch off the numbered shortcuts and select the button labelled “Change to text shortcuts”. Clicking on this button will produce a pop-up box that states “Text shortcuts now in effect”, select OK.



Click to change to text only shortcuts

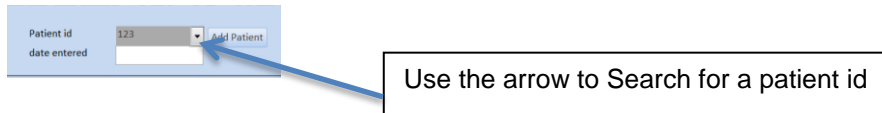
Data entry procedures

Entering Patient ID

Before you can begin entering data from a survey you must first enter the Patient ID located on the front of the survey you are entering. Click the Add Patient button and then enter the ID for the patient. Enter the date the survey is being entered and select the radio button indicating who completed the survey (Patient or ‘On behalf of patient’).

To search or to go back to an old Patient Id please select the drop down arrow key next to the cell (see below). This will show a list of all ids in the data base. Clicking on an ID will bring up that patient's data in all relevant survey modules.

Please ensure your Patient ID entry is correct as you are unable to delete a patient ID or correct it once it has been entered and you have moved to the next field.



Entering Survey data

Each survey module has a separate data entry screen. You can move the screen window's location on your desktop. The minimise and maximise functions for the window are active. Please note, the exit function on the data entry screen is not active.

Data for each survey module will be entered using a single screen. Each survey module follows a similar screen presentation. The screen displays two data entry columns. Data entry normally sequences down the first column then moves to the top of the second column. The exception to this is Module 1: Finding out. In this data entry module, there are two parts to question 1, with question 1a located in the left hand column and question 1b located in the right hand column. After entering responses to questions 1b, Tab or Enter will take you to question 2 in the left hand column.

You can move down the screen using the scroll bar.

At the end of each module there is a box for entering any comments the patient has provided. Type comments provided at the end of each survey module in this section.

To exit the data entry screen for the module and to return to the Home page you must click on the 'Close form' button located after the comments box in each screen. Clicking on this button will return you to the Home Page. You need to click on the 'Close form' button to leave the data entry screen.

Example for Survey module data entry form is below.

Example of data entry screen

Click on "Close form" button to save data and exit data entry screen for survey module

Type in patient comments

Click box to close form and save entry

All data entry fields have the following features:

Automatic saving feature: Data will be added to the database as you enter/edit each value, so you never need to save your work.

TAB Key control during data entry: To save time, you can move through questions by pressing either TAB or ENTER. Shift+TAB can be used to navigate backward through fields.

Out of range values check: Most questions have a range of valid responses that reflects the response options shown in the survey and includes the invalid, multiple responses and missing values. If you type in a response outside this valid range, a warning message will pop-up after you hit ENTER/TAB. Click no to the warning message and return to the question and enter the correct response.

Entering text responses

A number of text responses are allowed for in the survey. These include: names of hospitals for surgery, radiotherapy, chemotherapy, Emergency Department presentation and Follow-up care. Text responses are also allowed in some questions where the respondent ticks the “other response” box and they are asked to specify this answer. There is a space for patients to comment on their care at the end of each survey module. These comments are entered in the comment box provided in each data entry module.

For all text responses, type the response into the space provided in the data entry form.

Recording of hospitals attended for each treatment modality, emergency department care and follow-up

Respondents are asked to write the name of the treatment centre where they had: surgery, chemotherapy, radiotherapy, follow-up care, Emergency Department if applicable

Enter the name of the treatment centre as text in the database. Ensure that all text responses are entered in the same format, that is enter all the text as lower case only or lower case with the first letter capitalised with consistent spelling across respondents.

Comments and text responses

At the end of each module, respondents are asked to add any comments they might have on the care they received. Please enter comments in the appropriate module of the database. Comments should be recorded accurately and examined for themes.

Text responses allowed for each module in the survey

Questions that allow respondents to provide a written response are:

Module 1: Finding out

Q3: For those choosing response 20 (Other), key in text as provided.
Comments: Patients may provide a text response at the end of this module. Please enter any text provided by the patient.

Module 2: Deciding on treatment

Comments: Patients may provide a text response in several questions in this module. Please enter any text provided by the patient in the appropriate area.

Module 3: Surgery

Q3: Hospital for surgery: Key in name of hospital provided; AND
Postcode/suburb town: Key in postcode only.
If suburb is provided, look up postcode for that suburb.

Comments: Patients may provide a text response in several questions in this module. Please enter any text provided by the patient in the appropriate area.

Module 4: Radiotherapy

Q3: Hospital for surgery: Key in name of hospital provided; AND
Postcode/suburb town: Key in postcode only.
If suburb is provided, look up postcode for that suburb.
Q8a: Those answering Other (5) enter text as provided
Q8b: Those answering Other (4) enter text as provided.

Comments: Patients may provide a text response in several questions in this module. Please enter any text provided by the patient in the appropriate area.

Module 5: Chemotherapy

Q3: Hospital for surgery: Key in name of hospital provided; AND
Postcode/suburb town: Key in postcode only.
If suburb is provided, look up postcode for that suburb.
Q8a: Those answering Other (5) enter text as provided
Q8b: Those answering Other (4) enter text as provided.

Comments: Patients may provide a text response in several questions in this module.
Please enter any text provided by the patient in the appropriate area.

Module 6: Emergency Department care

Q2: ED Hospital : Key in name of hospital provided; AND
Postcode/suburb town: If suburb is provided, look up postcode for that suburb.
Key in postcode only.

Comments: Patients may provide a text response in several questions in this module.
Please enter any text provided by the patient in the appropriate area.

Module 7: Follow-up care

Q1: Those answering 'Other' enter text as provided.
Q1: Those answering 'other medical doctor': enter text as provided.
Q2: Hospital for follow-up: Key in name of hospital provided; AND
Postcode/suburb town: Key in postcode only.
If suburb is provided, look up postcode for suburb.

Comments: Patients may provide a text response in several questions in this module.
Please enter any text provided by the patient in the appropriate area.

Module 8: Information received

Comments: Patients may provide a text response in several questions in this module.
Please enter any text provided by the patient in the appropriate area.

Module 9: Overall care

Q1: Those answering 'other medical doctor': enter text in the space provided.
Q1: Those answering 'Other' enter text in the space provided.
Comments: Patients may provide a text response in several questions in this module.
Please enter any text provided by the patient in the appropriate area.

Module 10: Background

Q2: Key in age of respondent in years.
Q3: Key in name of suburb/town provided; AND
Postcode: key in postcode only.
Comments: Patients may provide a text response in several questions in this module.
Please enter any text provided by the patient in the appropriate area.

Brief Survey:

Q1: For respondents choosing Other, key in type of cancer they indicate
Q4 For each treatment indicated, key in the name of the treatment centre
If other ticked, key in description of other treatment received.

Skip questions for each module in the survey

Questions and responses that require respondents to skip questions are.

Module 1: Finding out

Q1a: Those choosing response 2 or 3 should answer Q1b. Everyone else skips Q1b
Q3: For those choosing response 20 (Other), key in text as provided.

Module 2: Deciding on Treatment

Q2: Those choosing No (not having treatment) should skip to the BACKGROUND module. Please confirm that the patient has not had any treatment for cancer. If the patient has responded to other sections of the survey capture all responses provided, even if participant should have skipped these questions.

Module 3: Surgery

- Q5a Those choosing response (1) should skip Q5b.
- Q7a: Those choosing response (2) or (3) should answer Q7b.

Module 4: Radiotherapy

- Q5a Those choosing response (1) will skip to Q7.
- Q7a: Those answering Yes (1) should answer Q7b.
- Q7b: Those answering Other (5), enter [1] if there are comments in the comments variable.
- Q8a: Those choosing response (2) or (3) should answer Q8b.

Module 5: Chemotherapy

- Q4: Those answering Other (6), enter text as provided.
- Q5a: Those answering No (1) skip to Q7.
- Q7a: Those answering Yes (1) should answer Q7b.
- Q7b: Those answering Other (5), enter text as provided.
- Q8a: Those choosing response (2) or (3) should answer Q8b.

Module 9: Overall care

- Q4: Those choosing response 2 or 3 will skip to Q8.

Brief Survey:

- Q4: Those choosing response 2 or 3 will skip to Q6.
- Q8 Those choosing response 1 are asked if they want to describe the issue they complained about

Multiple Response Fields

A multiple response field is one where a patient can select multiple responses. There are several instances where this is possible in the survey. These mainly relate to treatment patients may have received and doctors in charge of care. For these questions, more than one answer is acceptable. The format for these questions differs from the other questions. The format for these questions is:

Module 2: Deciding

Q 3: What treatments have you had or currently having?

- Surgery
- Radiotherapy
- Chemotherapy
- Hormonal Therapy

Module 9: Overall Care

Module 7: Follow-up

Q 1: Which doctor is in charge of your follow-up care?

- Surgeon
- Haematologist
- Radiation Oncologist
- GP
- Medical Oncologist
- Other
- Other (Please specify)
- Other Doctor
- Other Doctor (Please specify)
- Not Sure

Brief Survey

Q 2: Which doctors were in charge of your care?

Surgeon

Haematologist

Medical Oncologist

Radiation Oncologist

GP

Other Doctor

Other Doctor (Please specify)

Other

Other (Please specify)

Not Sure

stm_S11_Brief

Q 4: What treatments have you had or currently having?

Surgery

Hospital/Clinic name :

Radiotherapy

Hospital/Clinic name :

Chemotherapy

Hospital/Clinic name :

Hormonal Therapy

Hospital/Clinic name :

Other

Please specify:

To select the appropriate responses, use the mouse, click on the box corresponding to the patient's answer, this will produce a tick in the response box. If a patient indicates 'other doctor', please type in the other doctor indicated on the survey. For the Brief survey questions, type in the name of the treatment centre and if other is ticked, type in the description provided.

Please note: For the question asking about which doctors were in charge of the patient's follow-up or overall care, if patient responds 'not sure', no specific doctors should be ticked.

Specific Survey Question Notes

Postcode of hospital for surgery, radiotherapy, chemotherapy, follow-up hospital and patient's suburb

A four digit response is expected in these fields. As it is possible a patient had some treatment in another state, a postcode from across Australia is allowed in these fields. However, entries more or less than four digits will be considered wrong and a warning message will appear.

If the patient provides a suburb but not the postcode, look up the postcode for the suburb and enter this into the database. If the postcode is missing and cannot be found enter as "9999".

Date of Diagnosis (Module 1, Question 4, Brief Survey Question 2)

The date of diagnosis is separated into three separate fields – day, month and year. If the patient leaves any of these values blank they can be entered individually as "99 – Missing" (or "9999 – Missing" in the field for Year).

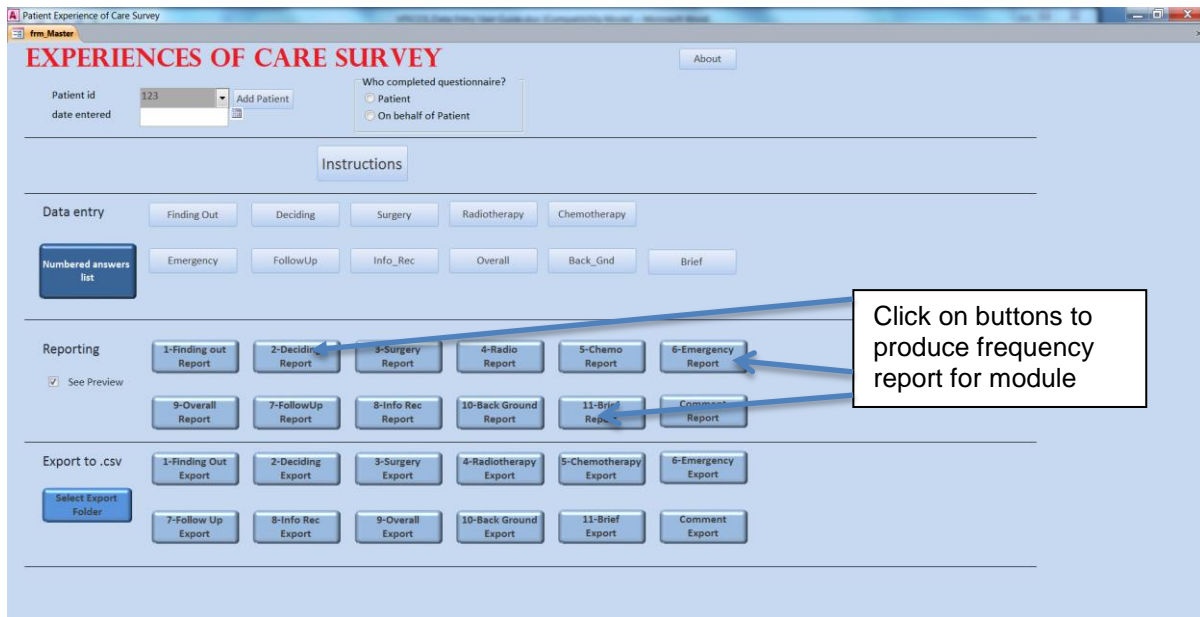
Day: For day enter a value between 1 and 31.

Month: Enter the month as a word e.g. 'May'; 'Sep'. A drop down menu is available for entry of diagnosis month.

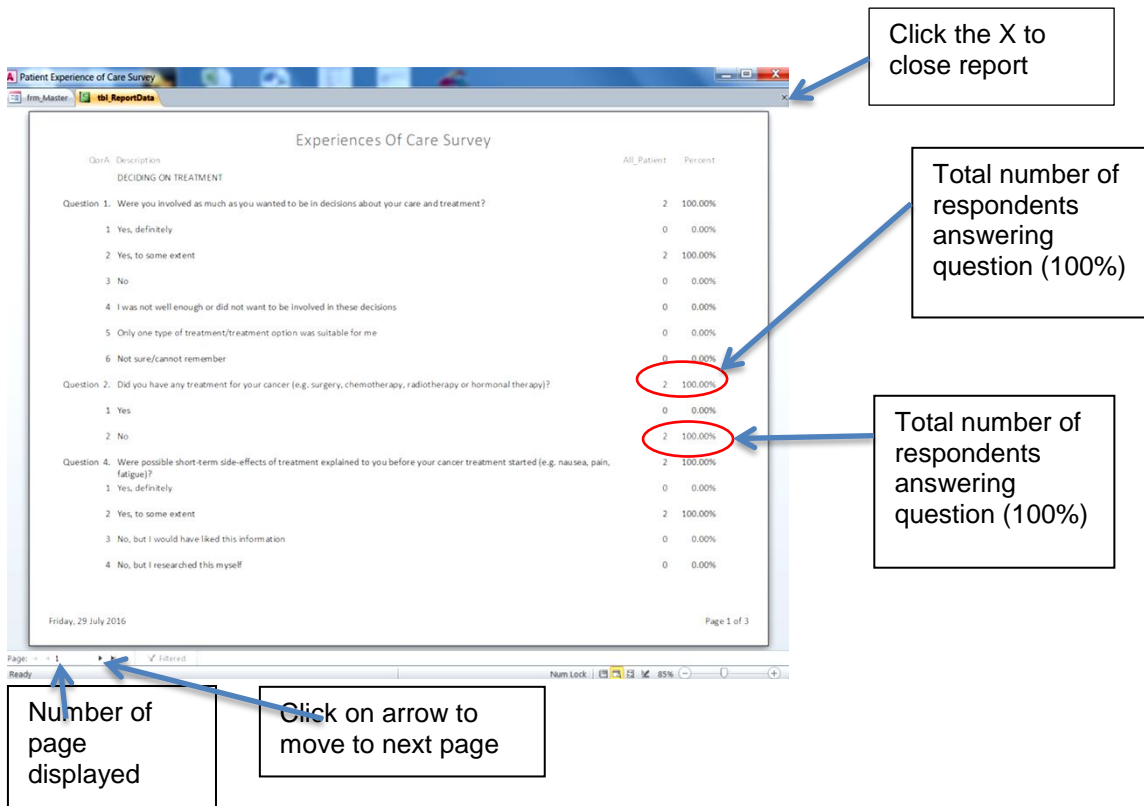
Year: Enter a four digit value for year. The allowable range of responses is: 1981 -2016.

Generating and saving frequency reports generated from the Database

Individual module reports providing frequency counts for the responses entered into the survey can be generated by clicking on the report button on the Home Page.



The frequency report will appear in a new window. For each question in the module, the report will provide the number and percent of people who have chosen each response option for that question. Click on the arrows in the bar at the bottom of the screen to move to the next page of the report. Click on X in the grey bar to close the report and be returned to the Home page.



Saving a copy of the frequency report

To save a copy of the report, right click on the report page. This will display a pop-up box with different options regarding actions to take. Click on the Export option and a second pop-up box will appear. This pop-up box specifies the format for exporting the report, select the Word RTF option. After clicking on this option, a new window will pop up. This window allows you to specify where you want the file exported to, use the browse option, to locate the network location and folder and name the file. Click OK to export and save the report. Screen shots describing this process are shown below.

Experiences Of Care Survey

QorA Description

4 No, my family/friends did not need this

5 No, family or friends were not involved

6 Not sure/cannot remember

Report View
Layout View
Design View
Print Preview
Zoom: 100%
One Page
Multiple Pages
Page Setup...
Print...
Save As...
Export
Send To
Close

Excel
SharePoint List
Word RTF File
PDF or XPS
Access
Text File
XML File
HTML Document
Word Merge

Right clicking on the report page brings up this first pop-up box. In this pop-up box click on 'Export'. This brings up a new pop-up box

Select the Word RTF file and click on this option. This will bring up the window below

Experiences Of Care Survey

Export - RTF File

Select the destination for the data you want to export

Specify the destination file name and format.

File name: F:\Copy of tbl_ReportData.rtf

Browse...

Specify export options.

Export data with formatting and layout.
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.

Open the destination file after the export operation is complete.
Select this option to view the results of the export operation. This option is available only when you export formatted data.

Export only the selected records.
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

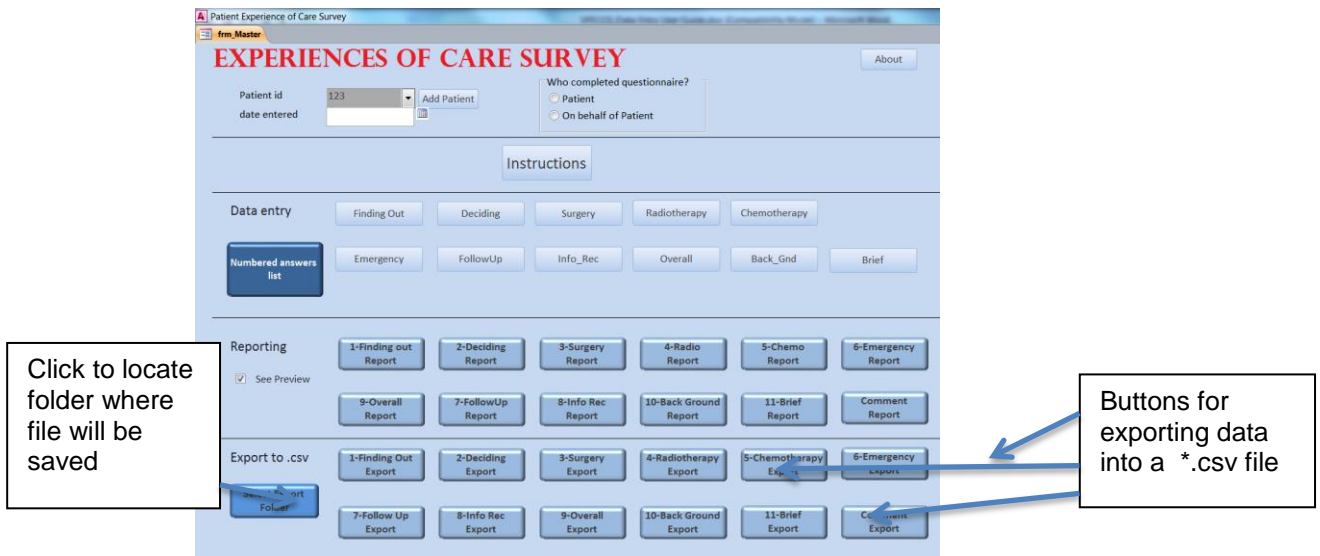
OK Cancel

Use the browse function to locate the folder you want the report to be saved into. Change name if needed. Click on OK

Exporting data for data analysis

The last section on the Home page relates to exporting the data for each module into a format that can be imported into a statistical analysis package for example SPSS. By selecting a module button, this will

export the data for that module into a module specific *.csv data file. A *.csv file, uses a comma to separate variables and can be opened in Excel.



You can set the location for the data export using the ‘Select Export Folder’ button then browse your computer or network to locate a folder for exporting the data into. This location will stay in place until another location is specified.

Names of the files resulting from the export are

Survey module	Datafile name
Module 1	PECS_Section01_find_out.csv
Module 2	PECS_Section02_deciding.csv
Module 3	PECS_Section03_Surgery.csv
Module 4	PECS_Section04_Radio.csv
Module 5	PECS_Section05_chemo.csv
Module 6	PECS_Section06_Emerg.csv
Module 7	PECS_Section07_FollowUp.csv
Module 8	PECS_Section08_Info_Rec.csv
Module 9	PECS_Section09_Overall.csv
Module 10.	PECS_Section10_Back_Gnd.csv
Brief Survey	PECS_Section11_Brief.csv

The files can be opened in Excel. Simply double click of the files name and it will open as an Excel file.

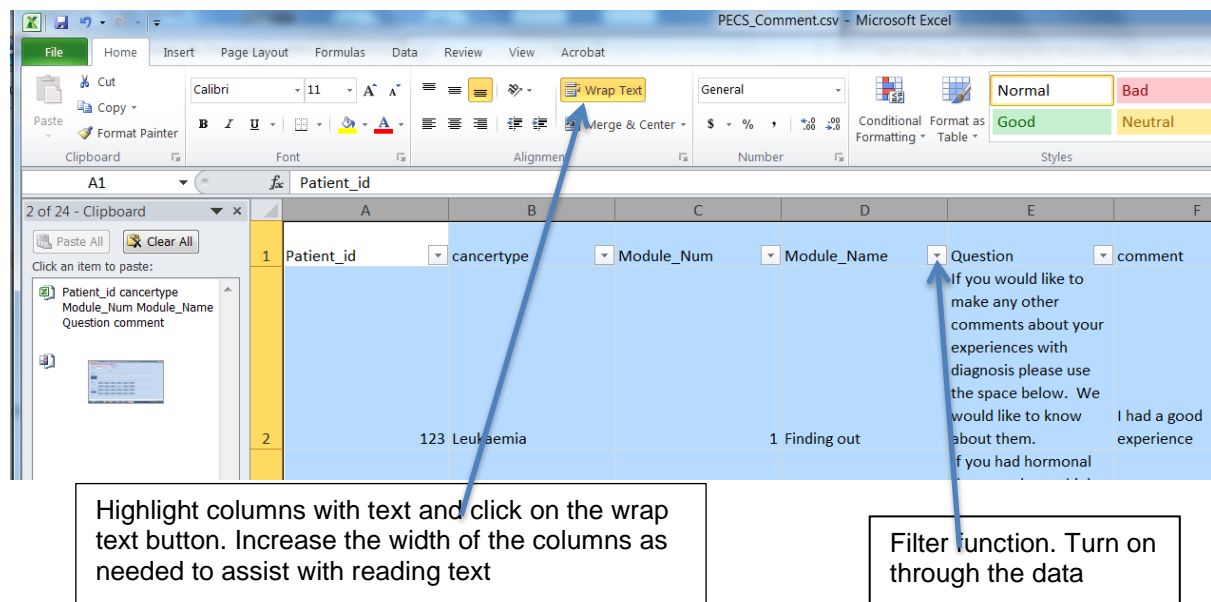
Examining respondents’ comments

Comments at the end of each module and at other sections of the survey are entered in the database. Respondents’ comments can also be exported into a .csv file using the export button. The comments are exported to a file called PECS_Comments.csv.

The information exported into this file is:

- Patient_id Study Id of patient
- cancertype Type of cancer the patient has
- Module_Num The number of the survey module (e.g., 5 for chemotherapy)
- Module_Name The name of the survey Module (e.g. Chemotherapy)
- Question Question number associated with the comment
- Comment Text of the comment.

Comments will be grouped by patients ID. To assist with reading, format the columns in the Excel sheet to ensure text wrapping is on. A screenshot to do this is shown below



Use the filter function to select all comments related to one survey module.