

Section 6: Data Entry and Data Management

Overview

Introduction This section covers all the tasks that need to be conducted to enter and manage the STEPS Stroke study data in the Data Entry Tool (DET) to gradually build up a register that can produce study results.

Intended audience This section is designed for use by those fulfilling the following roles:

- Data collection staff
- Principal investigator

In this section This section covers the following topics:

Topic	See Page
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Data Entry

Introduction STEPS Stroke study data from completed STEPS stroke instruments is to be entered into the data entry tool by trained data collection staff.

Data entry process Data entry is a systematic process that covers the following main stages:

Stage	Description
1	Entering new patient data.
2	Entering the Identification number on patient instruments.
3	Validation and error correction.
3	Backing up.
4	Storing and filing the instruments.

Opening the DET Follow the steps below to open the DET start window.

Step	Action														
1	Open the DET program by clicking the WHO_Original.mdb file in Windows Explorer.														
2	The start window will appear. The function of each button is explained in the table below. <table border="1"><thead><tr><th>Click the button</th><th>To</th></tr></thead><tbody><tr><td>New Patient</td><td>Enter new patient records</td></tr><tr><td>Search</td><td>Search for entered data</td></tr><tr><td>Reports</td><td>Generate reports of entered data</td></tr><tr><td>Data Export</td><td>Export entered data</td></tr><tr><td>Delete Patient</td><td>Delete entered data</td></tr><tr><td>Close</td><td>Close the data entry tool (DET)</td></tr></tbody></table>	Click the button	To	New Patient	Enter new patient records	Search	Search for entered data	Reports	Generate reports of entered data	Data Export	Export entered data	Delete Patient	Delete entered data	Close	Close the data entry tool (DET)
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Delete Patient	Delete entered data														
Close	Close the data entry tool (DET)														

Enter all stroke events data Follow the steps below to enter new patient data from the All Stroke Events section of the completed STEPS stroke instrument.

Step	Action
1	Click the New Patient button in the start window.
2	A unique identification number for each patient will be generated by the Data Entry Tool. Note: This consists of the joint SSS code (5 digits) and the patient ID code (6 digits).

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Data Entry, Continued

Enter all stroke events data (continued)

Step	Action				
3	<p>Write the whole number in the Identification Number boxes at the top of each page of the patient's completed STEPS Stroke Instrument as follows:</p> <p style="text-align: center;"> SSS Code Patient ID </p> <p style="text-align: center;"> Identification Number [1][1][2][2][0] [0][0][0][0][0][1] </p>				
4	<p>Write the first 5 digits (the SSS code) of this number on page 1, I 1 of the paper copy of each patient's completed STEPS Stroke Instrument as follows:</p> <p>Patient Identification and Patient Characteristics (I 1) Stroke Surveillance Code [1][1][2][2][0]</p>				
5	When you have recorded the number, Click Ok				
6	Enter data into the All Stroke Events window exactly as it is written on the paper Instrument.				
7	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">If</th> <th style="width: 50%;">Then</th> </tr> </thead> <tbody> <tr> <td>Expanded items (grey boxes on the instrument) have been completed on the instrument</td> <td>Click the long grey buttons at the bottom of each window to enter expanded data.</td> </tr> </tbody> </table>	If	Then	Expanded items (grey boxes on the instrument) have been completed on the instrument	Click the long grey buttons at the bottom of each window to enter expanded data.
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Expanded items (grey boxes on the instrument) have been completed on the instrument	Click the long grey buttons at the bottom of each window to enter expanded data.				
8	Click the Next button to move to the next window, or Back to edit a previous window.				
9	<p>Log in a spreadsheet or notebook all discrepancies, questions and problems (irregularities) that you cannot resolve. Include:</p> <ul style="list-style-type: none"> • patient id number • instrument code number (eg. i 14) • comment. 				
10	Click close when you have completed entering the All Stroke Events data.				

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Data Entry, Continued

Entering Step 1, Step 2 and Step 3 data

After entering the All Stroke Events data, you will come to the Selection window.

Step	Description								
1	Click the appropriate button to enter each Step covered by the study as follows. <table border="1"><thead><tr><th>Step</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td>Events admitted to hospital</td></tr><tr><td>2</td><td>Fatal events in the community</td></tr><tr><td>3</td><td>Non-fatal events in the community</td></tr></tbody></table>	Step	Description	1	Events admitted to hospital	2	Fatal events in the community	3	Non-fatal events in the community
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1	Events admitted to hospital								
2	Fatal events in the community								
3	Non-fatal events in the community								
2	When data entry is complete, click the Finish button								

Validation and error correction

Before moving to the next patient Instrument, check and resolve any inconsistencies and/or errors noted in the log book or spreadsheet.

Backing up data

The computer used for data entry should be backed up at the end of each week.

Filing the instruments

All completed Instruments that have been entered into the DET should be marked 'entered' on the front page and filed in a secure location.

Data Management

Introduction

To manage the STEPS Stroke data entered using the DET, you may need to perform the following functions:

- search for a patient record
 - edit data, and
 - delete a patient record.
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Search for a patient record

Follow the steps below to search for a patient record.

Step	Action
1	Launch the Data Entry Tool from Windows Explorer
2	Click the Search button from the Start window
3	To find a patient record, either enter the patient: <ul style="list-style-type: none">• ID number (last 6 digits or the Identification number), or• Family name and /or• First name
	A successful search by ID opens the Selection window.
	A successful search by patient's name opens the Register window where all matches for the entered name are listed.
4	If you searched by patient name, highlight the ID of the correct patient name and click Go to Patient.

Find and edit data

Follow the steps below to find and edit specific patient data.

Step	Action
1	Select the appropriate button corresponding to the section of the instrument you want to search in the selection window, e.g. <ul style="list-style-type: none">• All stroke events• Step 1• Step 2• Step 3
2	Choose the Next and Back buttons to find the specific data.
3	Edit the data and close.

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Data Management, Continued

Deleting a patient record

Follow the steps below to delete a patient record.

Step	Action
1	Launch the Data Entry Tool from Windows Explorer
2	Click the Delete Patient button from the Start window
3	Enter a patient ID and click the Search button.
4	Click Yes to delete the patient record.

Creating Reports

Introduction

You can create and print the following reports from patient data entered into the register using the data entry tool:

- sex and age distribution
 - stroke subtype distribution.
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To create a report

Follow the steps below to create a report.

Step	Action
1	Ensure your printer is connected and on.
2	Launch the Data Entry Tool from Windows Explorer.
3	Click the Reports button from the Start window.
4	Click the type of report you from the Reports window.
5	The selected report will be automatically printed to your printer.

Note: Age distribution (stratified by stroke subtype) can only be calculated after you have created an export file. See Exporting data on page 6-8.

Exporting Data

Introduction

To calculate age distribution (stratified by stroke subtype) or to export the data to other software for statistical analysis, you will have to create an export file.

Procedure

Follow the steps below to create an export file:

Step	Action						
1	Launch the Data Entry Tool from Windows Explorer.						
2	Click the Data Export button from the Start window.						
3	<table border="1"><thead><tr><th>Click the button</th><th>To automatically</th></tr></thead><tbody><tr><td>Complete</td><td>Create the following text and Excel files of the complete data:<ul style="list-style-type: none">• AcompleteTab.txt• CompleteTab.xls</td></tr><tr><td>Anonymous</td><td>Make the data anonymous by removing identification details data and create the following text or Excel files for data transfer:<ul style="list-style-type: none">• AnonymTab.txt• AnonymTab.xls</td></tr></tbody></table>	Click the button	To automatically	Complete	Create the following text and Excel files of the complete data: <ul style="list-style-type: none">• AcompleteTab.txt• CompleteTab.xls	Anonymous	Make the data anonymous by removing identification details data and create the following text or Excel files for data transfer: <ul style="list-style-type: none">• AnonymTab.txt• AnonymTab.xls
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4	Click Close to return to the Start window.						
