

Community Health Opinion Survey

Instructions for Epi Info Survey Template File

The former Office of Healthy Carolinians and Health Education has combined survey questions collected from counties throughout North Carolina from past community health assessments into one standard survey for our state. This standard survey can be found in Word document format on the NC Division of Public Health Community Health Assessment (CHA) website:

publichealth.nc.gov/lhd/cha/resources.htm. **You may modify, add or remove any questions to fit the specific needs of your community and method of survey data collection.**

Demographic questions, however, must be included. Afterwards, you can print out paper copies of the survey from this Word document to use during data collection.

To assist you in managing your survey data, we have created a template in Epi Info with all of the questions from the standard survey already entered for you. This file is available for download from the CHA website: publichealth.nc.gov/lhd/cha/resources.htm. To make it easier to find, download this file to the same Epi Info folder on your **C: drive** that you created when installing Epi Info onto your computer. Note that although the template file is in Access file format (.mdb), you must open the file in Epi Info to use it.

New Epi Info Users

Epi Info is a powerful program available through the Centers for Disease Control (CDC) that allows public health professionals to create a questionnaire and enter and analyze data from that questionnaire. It can be downloaded for free from www.cdc.gov/epiinfo/.

As with every new tool, training is necessary to build your skill and comfort with using this program. Fortunately, there are many resources available to new Epi Info users.

Before using the Epi Info file to enter and analyze your survey data, please take advantage of one of the following training resources to become familiar with the program:

- A free, self-guided tutorial on using Epi Info for Community Health Assessment is available at: wwwn.cdc.gov/epiinfo/html/tutorials.htm
- Free online Epi-Info trainings on topics for all levels of users at nccphp.sph.unc.edu/training/trainings.php
 - Click on “Trainings by Topic,” then “Software for Public Health,” then “Epi Info”
 - Scroll to the bottom to see the trainings Epi Info 1-6 for beginners

Modifying the Survey in Epi Info

If you need to make changes to the standard survey, please make your changes in the Word document first and then change the survey in the Epi Info file. In order to change the survey text in Epi Info, you will need to use the **Make View** function of Epi Info. To open the survey in **Make View**, go to **File** and then **Open** from the drop down menu in the top left corner of the main screen. Find and open the file “Community_Health_Survey.MDB” in your **Epi-Info file** on the **C: drive** (or wherever you downloaded the file to). Under the “Select a View” window, highlight view “CommunityHealthSurvey” and click **OK**.

Please note that due to the length of the survey document, only the important question text is shown in the EpiInfo file. Because we have not included all of the text and instructions, the whole survey is able to fit on one file, compared to the 2008 survey which is on two files.

To change a field or question in **Make View**, **double left click** on the question with your mouse to get the “Field Definition” box in which you can make changes to the text and type of question as well as delete the question altogether. To move the question around, move your mouse pointer over the question and hold down the left click button while dragging the field to its new position. To move to the next page, **left click** once on the page title in the box at the top left corner of the page. Be sure to **Save** often using the **File** drop down menu.

Before you close the survey in **Make View**, Epi Info will ask if you want to create a data table. Do not create a data table until you are ready to enter data. Do not enter data into the survey until you have finished modifying the survey. After you create a data table or enter data into the Epi Info file, making changes to the survey may cause problems to occur during analysis. If you accidentally create a data table before you are ready, you can delete the data table by going to the **Tools** dropdown in **Make View** and choosing **Delete Data Table**.

See the Epi Info tutorials at www.cdc.gov/epiinfo/html/tutorials.htm for more instruction on how to use Make View.

Entering Data into the Survey Template in Epi Info

When you are ready to enter data, you will need to go into the **Enter Data** function of Epi Info from the main Epi Info console. To open the main view, go to **File** and then **Open** from the drop down menu in the top left corner of the main screen. Find and open the file “Community_Health_Survey.MDB” in your Epi-Info file on the **C: drive**. Under the “Select the Table” window, highlight the table “CommunityHealthSurvey” and click **OK**. If you are ready to begin data entry, hit **OK** to create a new data table.

Be sure to enter the survey number for each new record in the top right corner on **Page 1** of the main and related views. Epi Info will automatically enter the survey number for you in subsequent pages.

To navigate through the survey template while entering data, hit the **Tab** button to move from one question/ answer choice to the next, but be careful not to change any data that you have already entered. For questions with a drop-down box, you will need to **left click** holding your mouse pointer over the arrow to see the answer choices and choose the response. In navigating through the survey pages, it is easiest to use the table of contents that lists all the pages in the top left corner. You can also use the **Next** button to move on to the next page.

Epi Info should save your data automatically, but it is a good idea to save data at the end of each page before moving on to the next page.

When you have finished entering the data for one record, remember to save your data. Hit the **New** button on the left side of the page to start a new record at question 1. When you are finished entering all data, **Save** and **Exit** using the commands in the **File** dropdown box.

Analyzing Your Survey Data in Epi Info

Open the **Analyze Data** function from the main console of Epi Info. Next you will need to “Read” or open your file in Epi Info.

Opening your file in EpiInfo:

1. From the Epi Info main menu, click on the **Analyze Data** button.
2. When you are in the Analysis Window, click on the **Read** command.
3. Click the **Change Project** button. Select **Community_Health_Survey.MDB**.
4. Click **Open**.
5. Select **viewCommunityHealthSurvey**.
6. Click **OK**.
7. Click the **List** command and then select **OK** to view your data table.

The main functions that you will need in the Analysis portion of Epi Info can be found under the **Statistics** tab in the window on the left side of your screen. Use the **List** function to see the answers for all respondents to all questions or choose certain questions to display using the **Variables** drop box. [A code book for all of the variables and their corresponding questions in the survey template has been provided for you on the CHA website.](#) (See the next section for more information.)

To calculate percents of responses to a question (ex: percent of people who said they are “Very Healthy”), use the **Frequency** function with the variable that corresponds to that question. You can also stratify your answers by any other variables (ex: age, race, sex) using the **Stratify By** drop box. Calculate means (ex: average number of cups of fruit that people reported eating) by using the **Means** function with numeric variables. Use the **Graph** function to create visual summaries of answers to survey questions (ex: “Where do you usually get your health information?”) for your reports. Right click on the graph to save it as a picture that can be inserted into Word documents.

See the Epi Info tutorials at wwwn.cdc.gov/epiinfo/html/tutorials.htm for more information on how to use the above functions to analyze your data.

Understanding Variable/ Field Names

The variable or field names for the Community Health Opinion Survey template have been created to be as self-explanatory as possible. Variable or field names contain the question number, alphanumeric answer (a-z), and one or more keywords for the question or answer. To further assist you in understanding the variables, a codebook is available in an Excel file from the NC Division of Public Health Community Health Assessment website on the same page as the survey template. A codebook is like a dictionary, telling you what question each fieldname represents. Please download the **CodebookforCommunityHealthOpinionSurvey.xls** on the CHA website for detailed information about each variable's name and attributes.