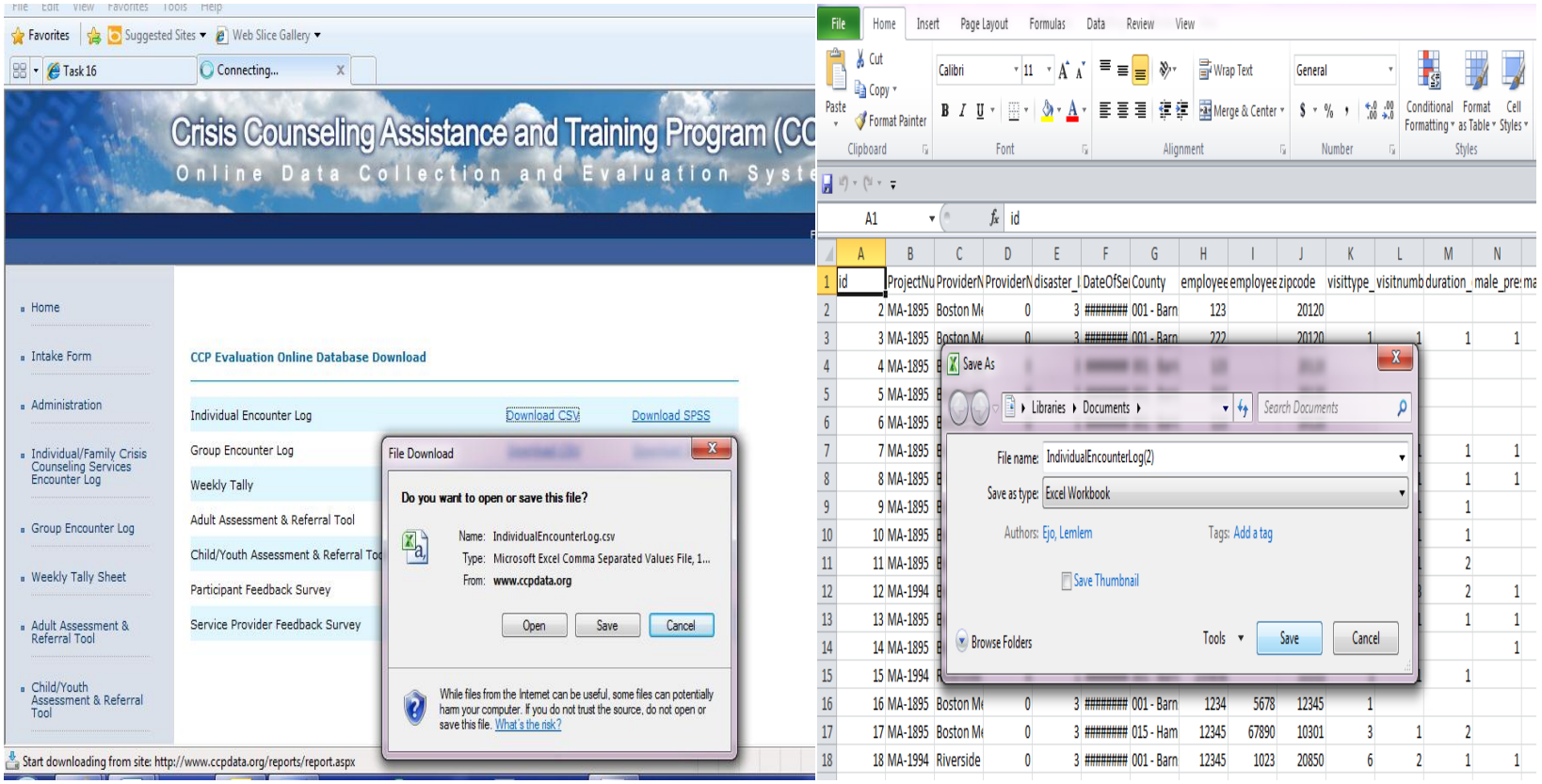
Quick Reference Guide to Crisis Counseling Assistance and Training Program (CCP) Data Analysis (Excel)

This guide is intended to help you generate certain statistics from your CCP project data and to report project activities. The following step-by-step procedure will show you how to download comma-separated values (CSV) data from the Online CCP Data Collection and Evaluation Site and calculate totals for the following variables.

1. **Individual/Family Encounters**
    - Total numbers of individuals participating in individual/family encounters
    - Total numbers in each age group for individual/family encounters
    - Overall focus of individual/family encounter
2. **Group Encounters**
    - Total number of individuals participating in group encounters
    - Numbers of people in public education sessions versus in group counseling
    - Overall focus of group encounter
3. **Weekly Tally**
    - Number of contacts made
        - Brief in-person
        - Telephone
        - Hotline
        - E-mail
        - Community networking/coalition building
    - Numbers of materials distributed
        - Materials handed to people
        - Materials mailed to people's homes and left in public places
        - Mass media and social networking

1. Individual/Family Encounters

Step 1: Download the Individual/Family Encounter Log data from the CCP online database by clicking on Download CSV, and save the file as an Excel workbook.



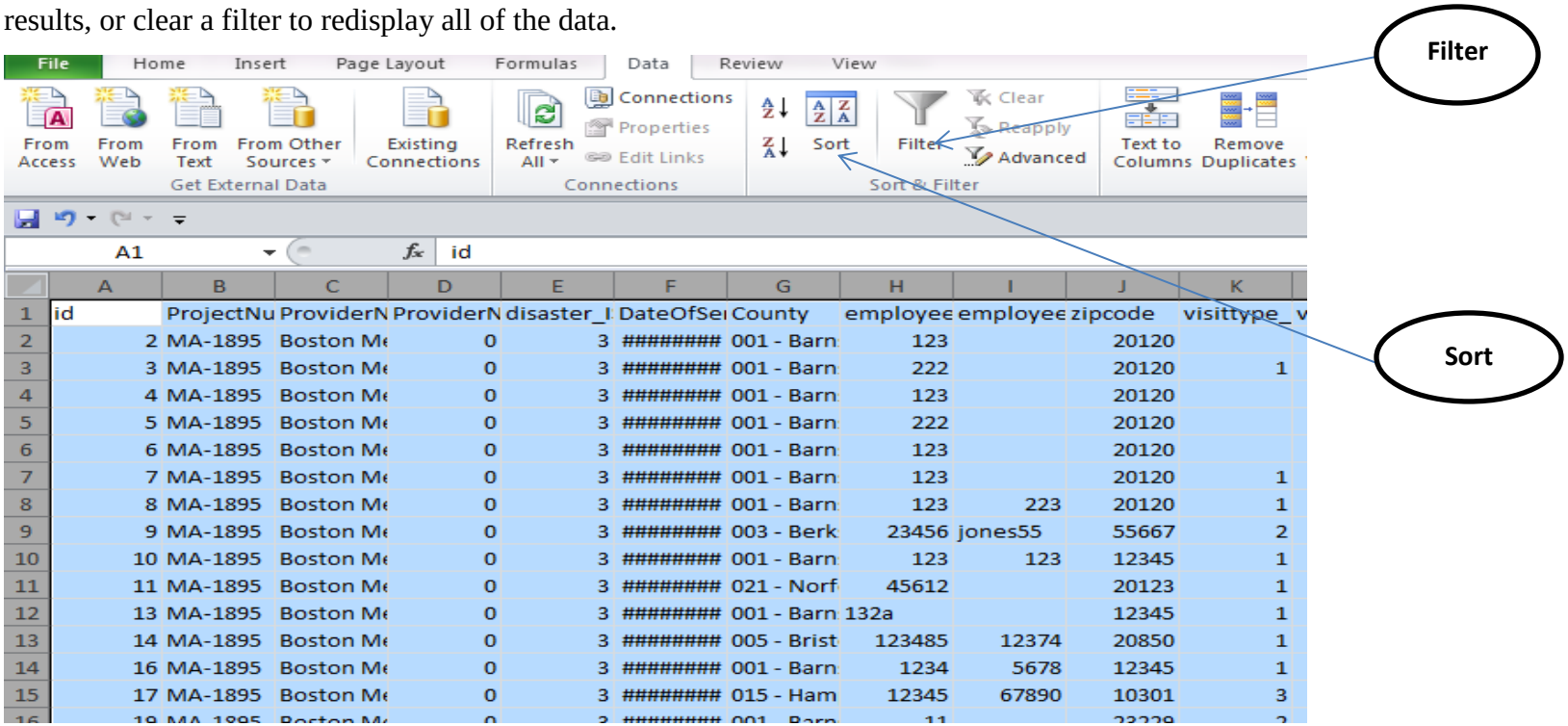
Step 2: Sort and filter**:** Depending on the amount of data you have, you may want to sort to make the data easier to read or understand, and you may also want to filter the data by the variables of interest (e.g., state, provider, date of service, etc.).

To sort a column, select all cells and select **Sort** from the **Data Menu**.

Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions.

To filter a column, select all cells and select **Filter** from the **Data Menu**.

Filtering data is a quick and easy way to find and work with a subset of data in a range of cells or table. For example, you can filter to see only the values that you specify (e.g., you can filter by project number, by provider, by date of service, etc.). After you have filtered data in a range of cells or table, you can either reapply a filter to get up-to-date results, or clear a filter to redisplay all of the data.



	A	B	C	D	E	F	G	H	I	J	K
1	id	ProjectNu	ProviderN	ProviderN	disaster_I	DateOfSer	County	employee	employee	zipcode	visittype_
2	2	MA-1895	Boston Me	0	3	#########	001 - Barn	123		20120	
3	3	MA-1895	Boston Me	0	3	#########	001 - Barn	222		20120	1
4	4	MA-1895	Boston Me	0	3	#########	001 - Barn	123		20120	
5	5	MA-1895	Boston Me	0	3	#########	001 - Barn	222		20120	
6	6	MA-1895	Boston Me	0	3	#########	001 - Barn	123		20120	
7	7	MA-1895	Boston Me	0	3	#########	001 - Barn	123		20120	1
8	8	MA-1895	Boston Me	0	3	#########	001 - Barn	123	223	20120	1
9	9	MA-1895	Boston Me	0	3	#########	003 - Berk	23456	jones55	55667	2
10	10	MA-1895	Boston Me	0	3	#########	001 - Barn	123	123	12345	1
11	11	MA-1895	Boston Me	0	3	#########	021 - Norf	45612		20123	1
12	13	MA-1895	Boston Me	0	3	#########	001 - Barn	132a		12345	1
13	14	MA-1895	Boston Me	0	3	#########	005 - Brist	123485	12374	20850	1
14	16	MA-1895	Boston Me	0	3	#########	001 - Barn	1234	5678	12345	1
15	17	MA-1895	Boston Me	0	3	#########	015 - Ham	12345	67890	10301	3

Tip: You can select all cells by clicking on the box in the upper left-hand corner of the worksheet (above Row 1 and to the left of Column A), or by pressing CTRL + A or using **Select All** from the **Edit Menu.**

NOTE: It is important to select all cells before sorting. Only the selected cells are sorted, and if some rows are sorted and others are not, the worksheet may be inaccurate.

Step 3: Locate the column that contains the variable of interest.

Step 4: Enter a formula in a cell.

To enter a formula, do the following:

A. Select the cell that will contain the formula.
B. Type = (an equal sign).
C. Type the formula. You may type directly in the cell or in the formula bar at the top of the worksheet (the formula will appear in both places).

Note: The letters and numbers indicated in the formulas provided throughout this document should be adjusted based on the data range (columns and rows) being analyzed.

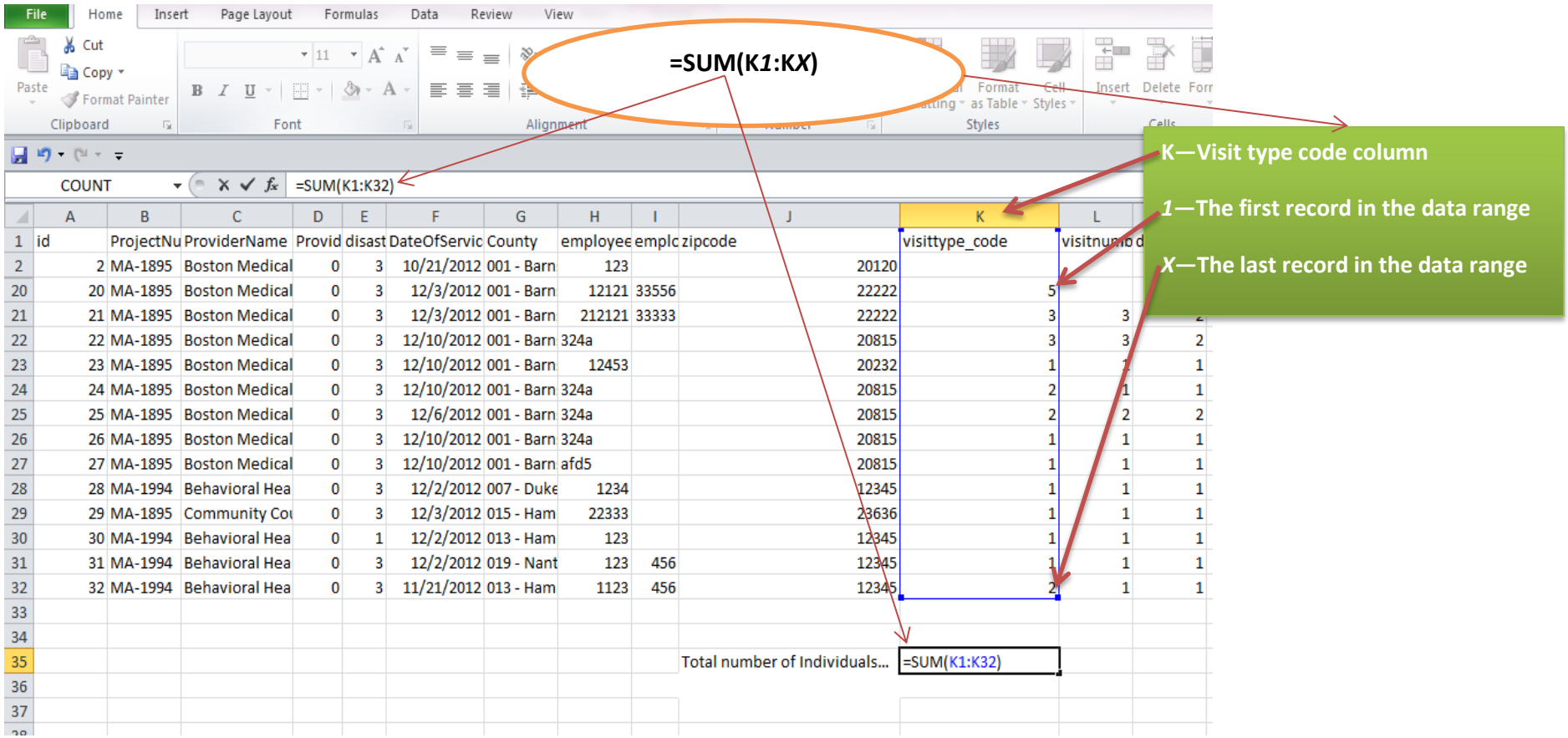
For example: =SUM(A*1*:A*X*)

A—Stands for the letter that identifies the column that contains the variable of interest (the variable being analyzed)

***1*—Stands for the number that identifies the row that contains the first record of the variable being analyzed**

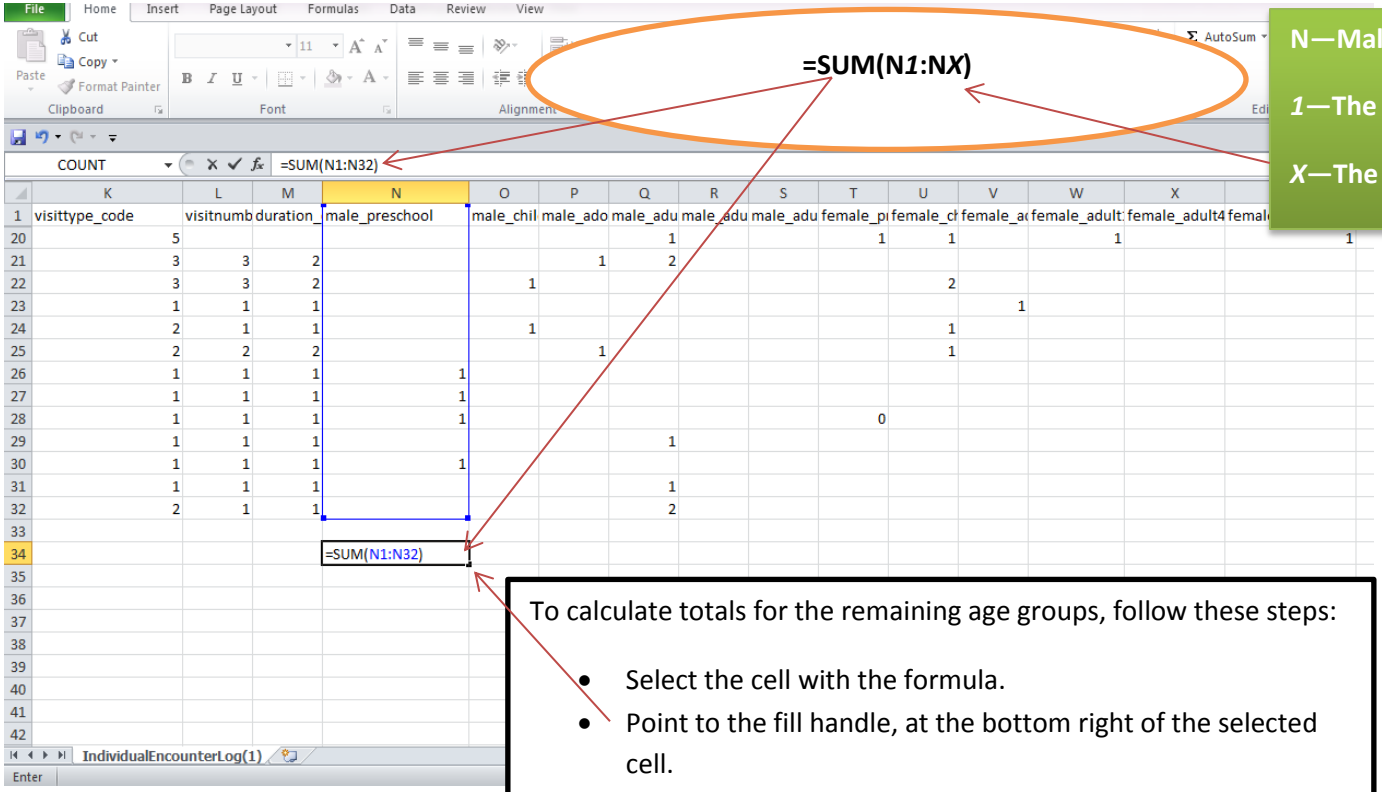
***X*—Stands for the number that identifies the row that contains the last record of the variable being analyzed**

1.1 Formula to calculate the total number of individuals participating in individual/family encounters



	A	B	C	D	E	F	G	H	I	J	K	L
1	id	ProjectNu	ProviderName	Provid	disast	DateOfServic	County	employee	emplc	zipcode	visittype_code	visitnumb
2	2	MA-1895	Boston Medical	0	3	10/21/2012	001 - Barn	123		20120		
20	20	MA-1895	Boston Medical	0	3	12/3/2012	001 - Barn	12121	33556	22222	5	
21	21	MA-1895	Boston Medical	0	3	12/3/2012	001 - Barn	212121	33333	22222	3	3
22	22	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	324a		20815	3	3
23	23	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	12453		20232	1	1
24	24	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	324a		20815	2	1
25	25	MA-1895	Boston Medical	0	3	12/6/2012	001 - Barn	324a		20815	2	2
26	26	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	324a		20815	1	1
27	27	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	afd5		20815	1	1
28	28	MA-1994	Behavioral Hea	0	3	12/2/2012	007 - Duke	1234		12345	1	1
29	29	MA-1895	Community Cou	0	3	12/3/2012	015 - Ham	22333		23636	1	1
30	30	MA-1994	Behavioral Hea	0	1	12/2/2012	013 - Ham	123		12345	1	1
31	31	MA-1994	Behavioral Hea	0	3	12/2/2012	019 - Nant	123	456	12345	1	1
32	32	MA-1994	Behavioral Hea	0	3	11/21/2012	013 - Ham	1123	456	12345	2	1
33												
34												
35										Total number of Individuals...	=SUM(K1:K32)	
36												
37												

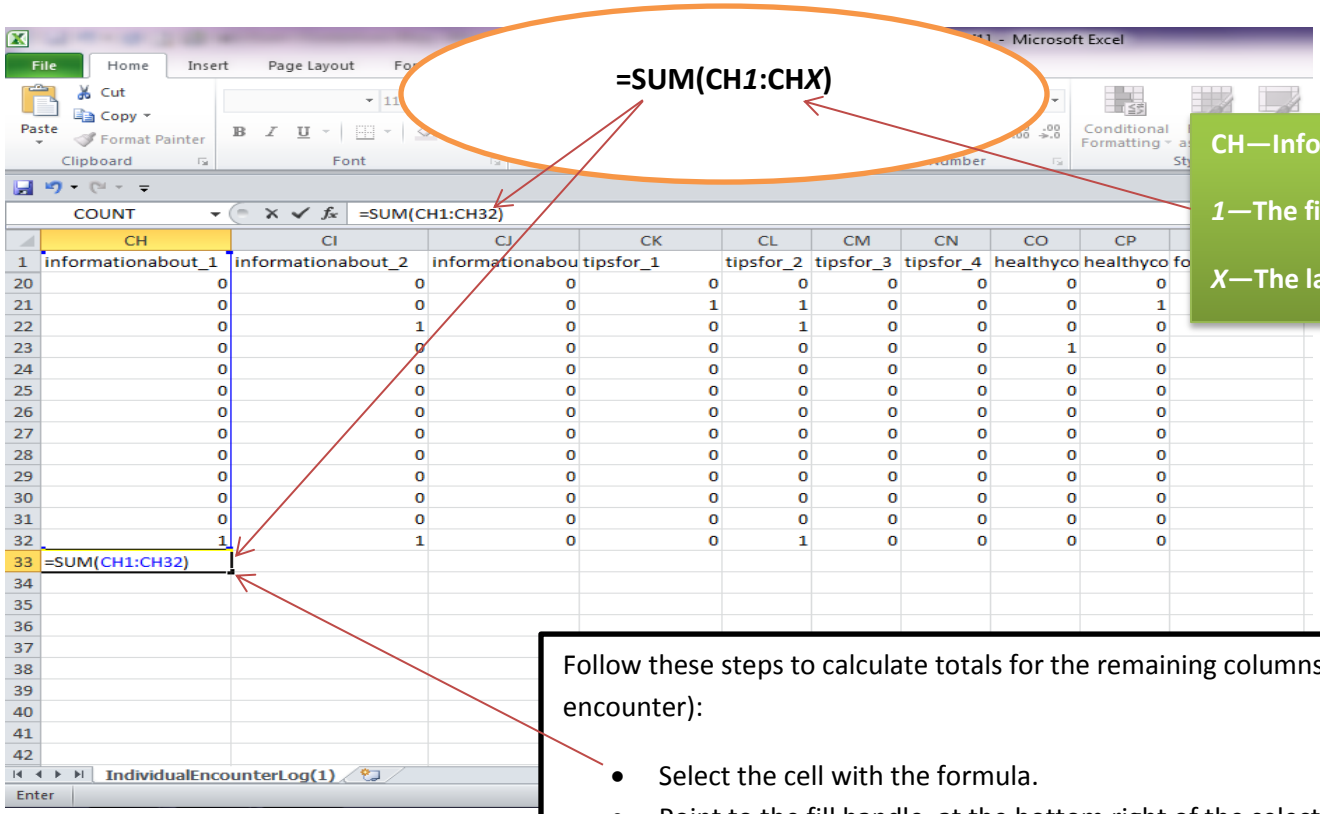
1.2 Formula to calculate the total number of individuals in each age group



To calculate totals for the remaining age groups, follow these steps:

- Select the cell with the formula.
- Point to the fill handle, at the bottom right of the selected cell.
- When the pointer changes to a black plus sign, press and drag outside selection to extend series.

1.3 Formula to calculate the focus of encounter



Follow these steps to calculate totals for the remaining columns (focus of encounter):

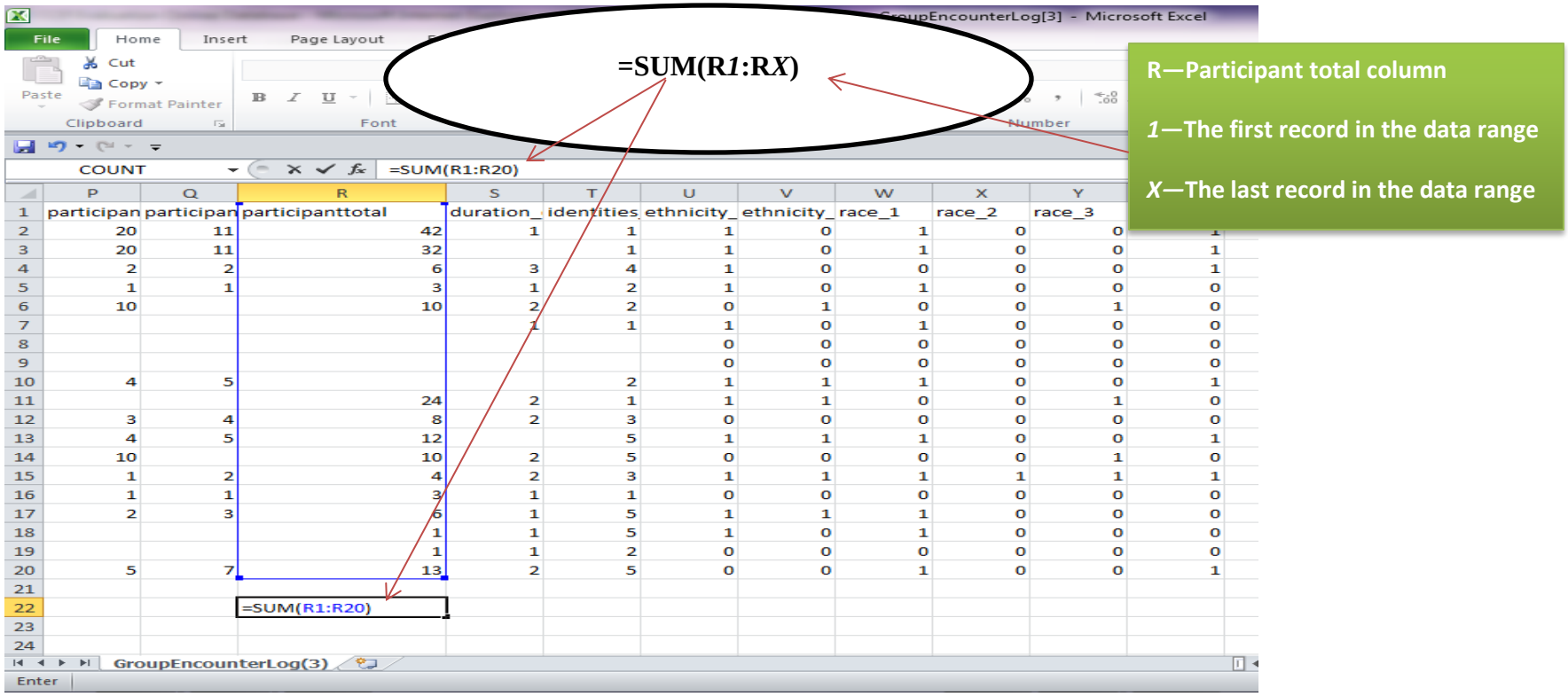
- Select the cell with the formula.
- Point to the fill handle, at the bottom right of the selected cell.
- When the pointer changes to a black plus sign, press and drag outside selection to extend series.

2. Group Encounter

Step 1: Download the Group Encounter Log data from the CCP online database by clicking on Download CSV, and save the file as an Excel workbook.

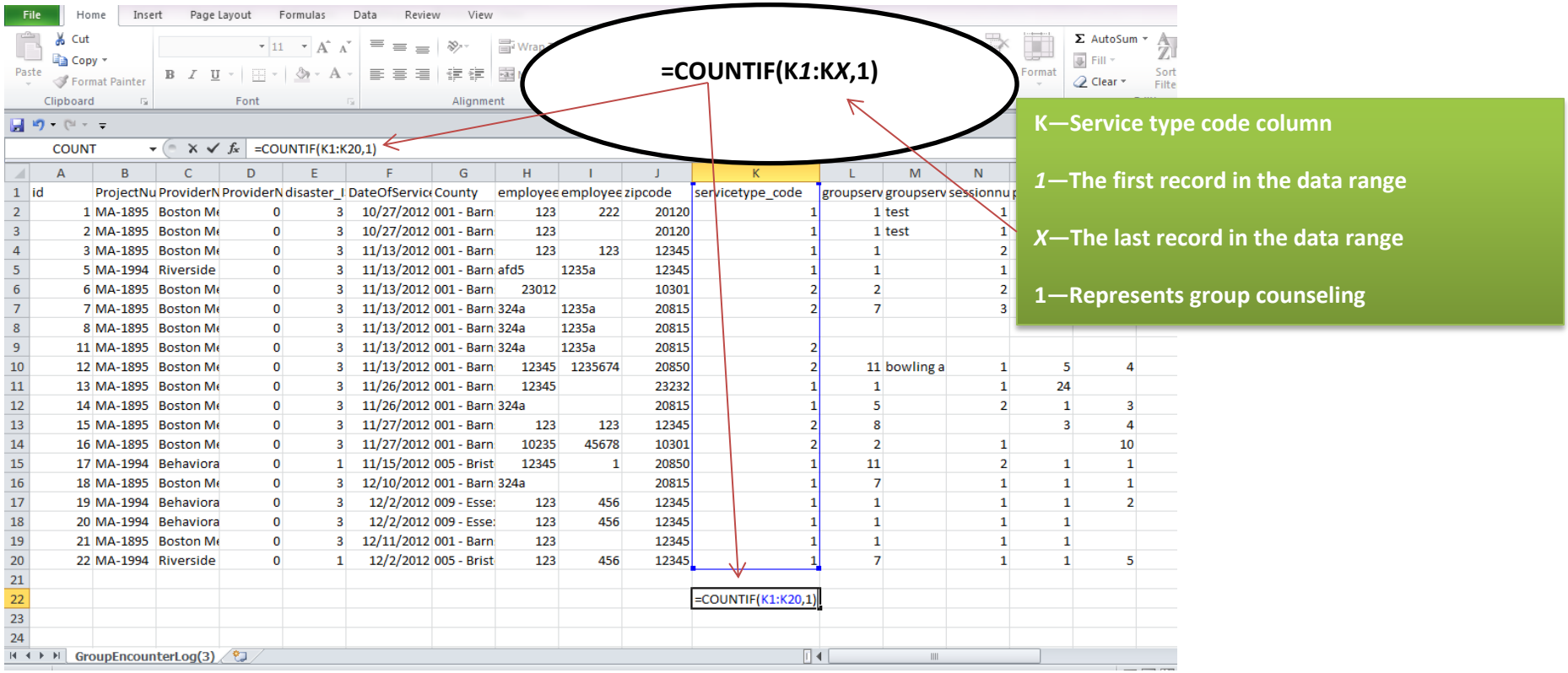
Then repeat steps 2–4 above (on pages 2–4).

2.1 Formula to calculate the total number of group encounters

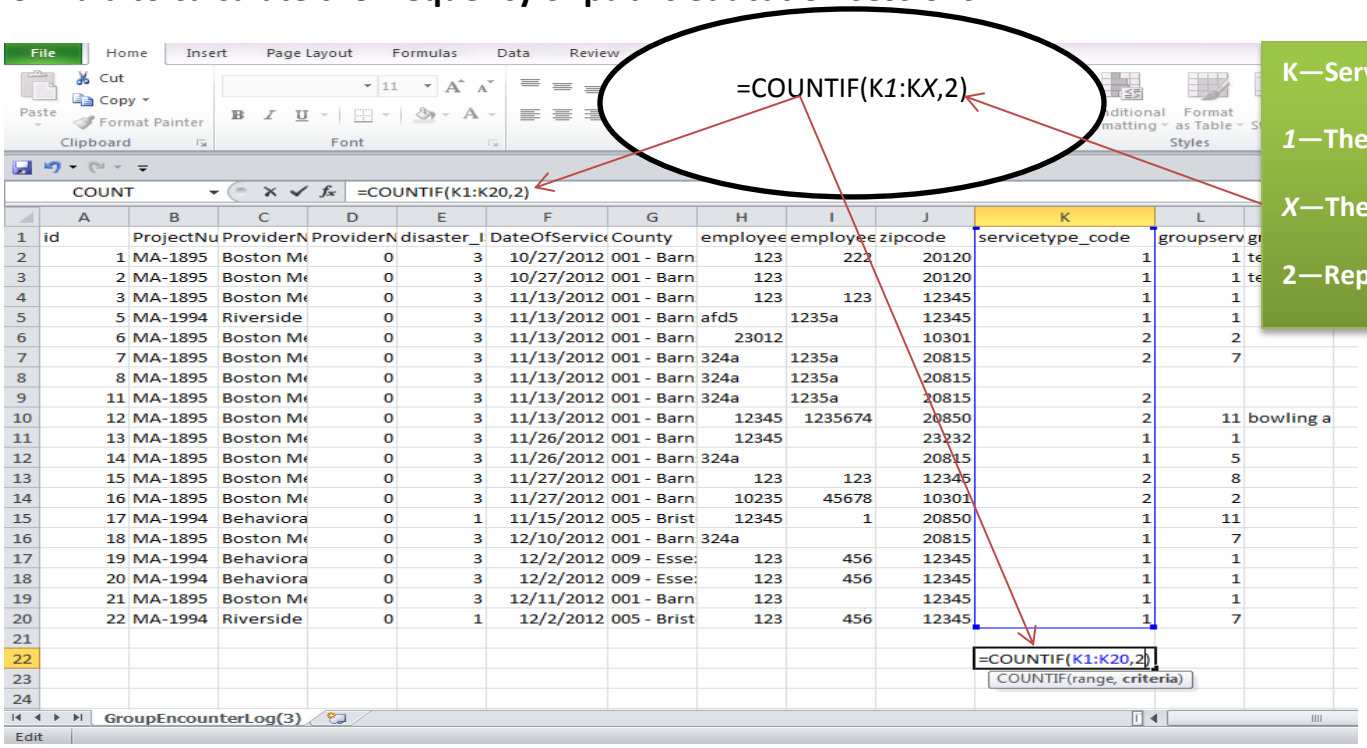


2.2 Number of public education sessions versus group counseling

2.2.1 Formula to calculate the frequency of group counseling sessions



2.2.2 Formula to calculate the frequency of public education sessions



K—Service type code column

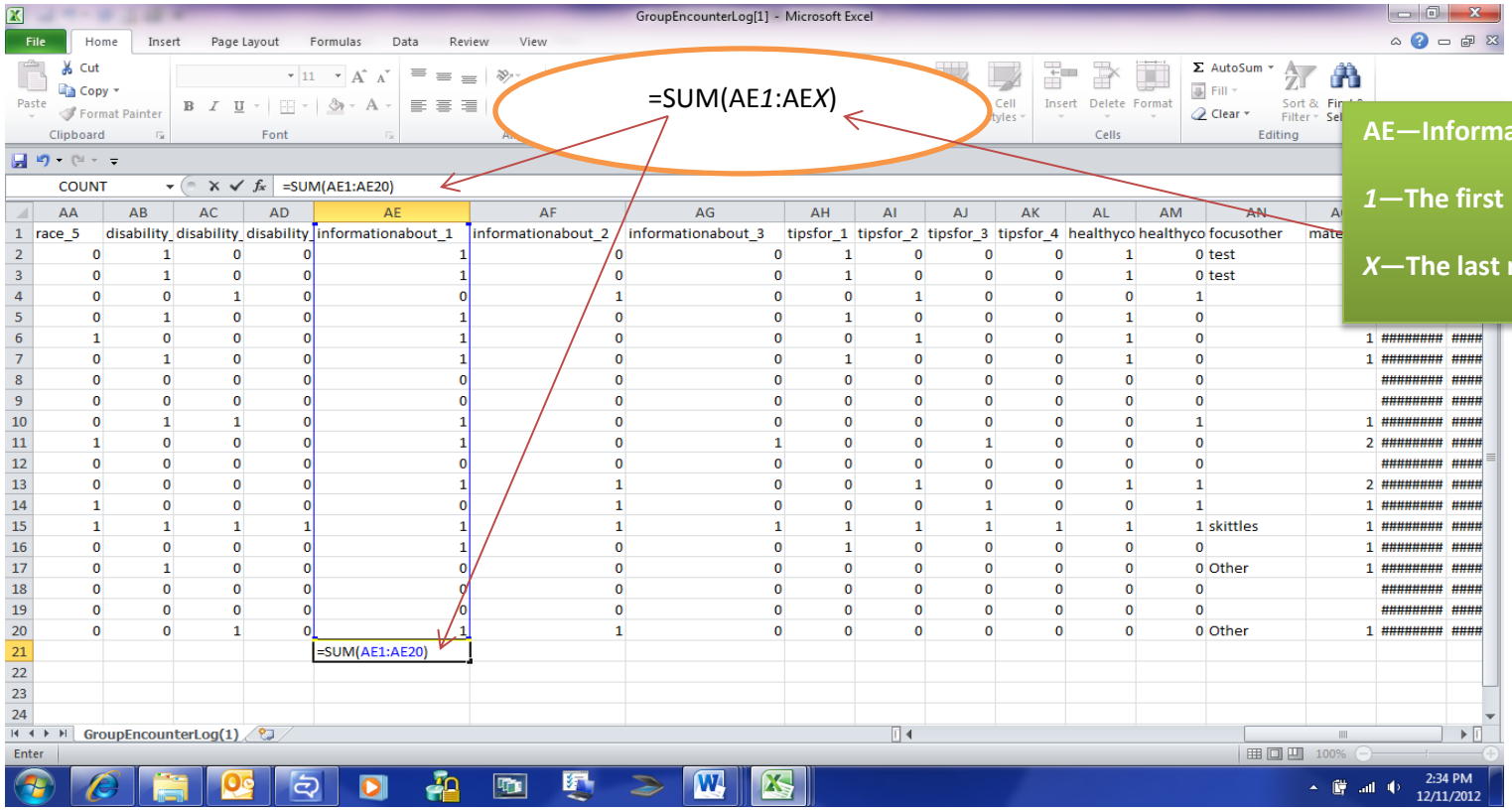
***1*—The first record in the data range**

***X*—The last record in the data range**

2—Represents public education session

2.2.3 Overall focus of encounter

To calculate the overall focus of encounter, you will need data from column AE through column AN.



To copy this formula to additional columns in the row (columns AF through AN) drag the fill handle outside selection. Release the mouse button, and the selected area will be filled with the corresponding total in each columns.

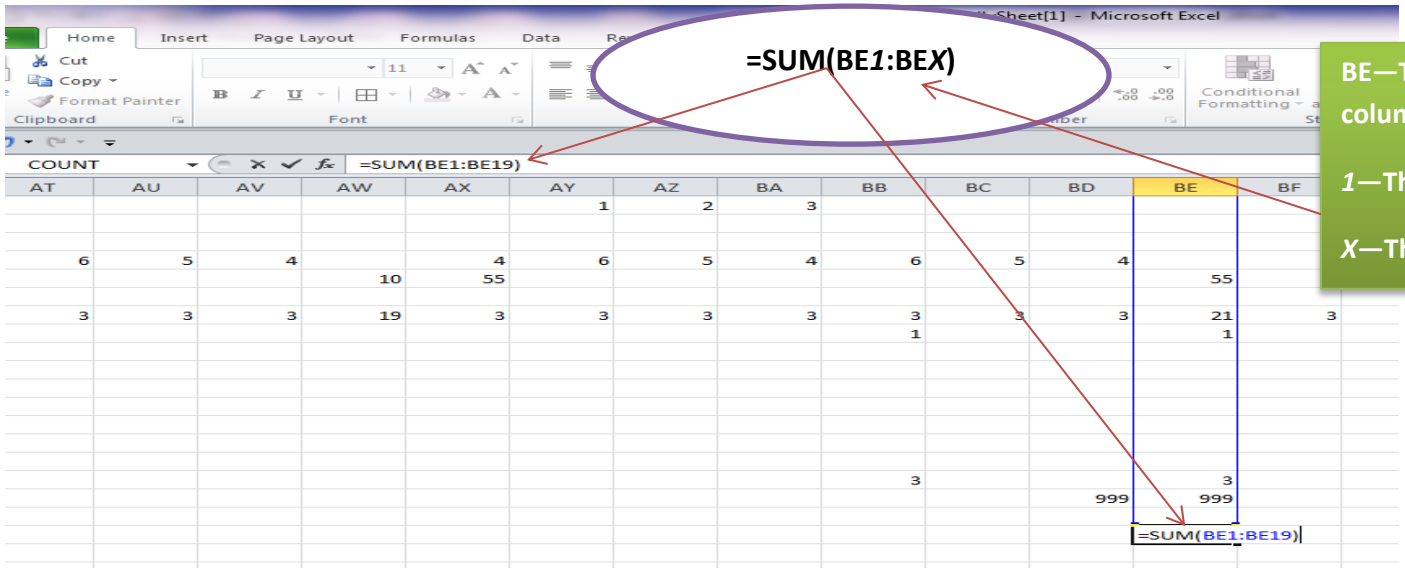
3. Materials distributed and number of contacts

Information about brief educational supportive services is collected on a Weekly Tally Sheet. To calculate the total number of materials distributed by each category—materials handed to people, materials mailed to people's homes and/or left at a person's unattended home, materials left in public places, mass media, and social networking messages—you will need to download the Weekly Tally Sheet from the CCP online database.

Step 1: Download the Weekly Tally Sheet from the CCP online database by clicking on Download CSV, and save the file as an Excel workbook.

Then repeat steps 2–4 above (on pages 2-4).

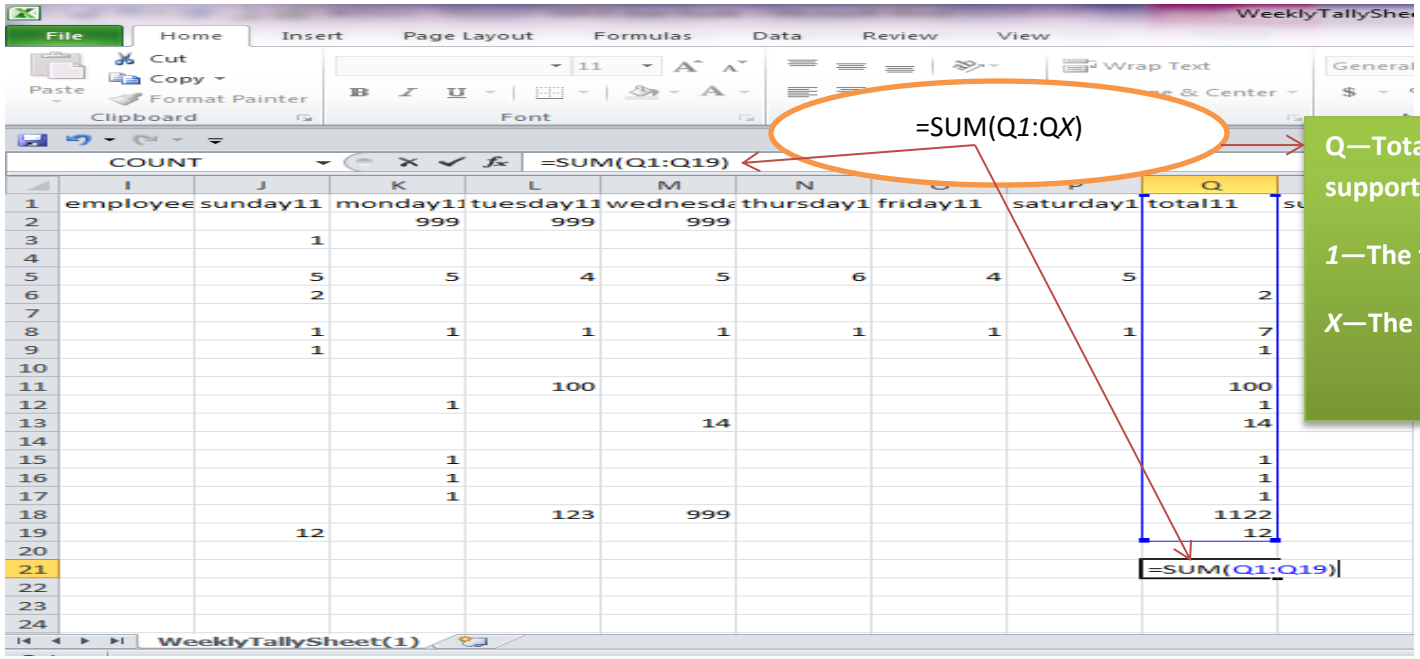
3.1 Formula to calculate the total number of materials distributed



To calculate totals for the remaining variables (materials mailed to people's homes and/or left at a person's unattended home, materials left in public places, mass media, and social networking messages), you would repeat the same steps above but change the columns and data ranges. Examples are provided in the following table:

Variables	Column	Formula	Note
Materials mailed to people's homes and/or left at a person's unattended home	BM/Total 22	**=SUM(BM*1*:BM*X*)**	*1* and *X* should be adjusted to reflect the data range under analysis.
Materials left in public places	BU/Total 23	**=SUM(BU*1*:BU*X*)**	
Mass media	CC/Total 24	**=SUM(CC*1*:CC*X*)**	
Social networking messages	CK/Total 25	**=SUM(CK*1*:CK*X*)**	

3.2 Formula to calculate total number of contacts with a breakdown by each mode of contact



To calculate totals for the remaining variables (telephone contacts, hotline, e-mail, and community networking/coalition building) you would repeat the same steps above but change the columns and data ranges. Examples are provided in the table below.

Weekly total for:	Column	Formula	Note
Telephone contacts	Y/Total 12	=SUM(Y*1*:Y*X*)	*1* and *X* should be adjusted to reflect the data range under analysis.
Hotline	AG/Total 13	=SUM(AG*1*:AG*X*)	
E-mail	AO/Total 14	=SUM(AO*1*:AO*X*)	
Community networking/ coalition building	AW/Total 15	=SUM(AW*1*:AW*X*)	