

UPLOADING DATA FOR REPORTING TPP/PREIS PERFORMANCE MEASURES

Grantees who have a large number of participants may find it easier to upload data using spreadsheets, rather than to enter data via the Web site. This tip sheet is designed to help you with the process of creating the spreadsheets that you will use and of uploading the sheets for reporting. You can upload Grantee Data and/or Participant Data.

1. CREATING SPREADSHEETS FOR UPLOADING

- Download the appropriate MS Excel templates from the Web site on either the Resources or Data Upload pages and save the Excel files to your hard drive. You only need save those files that you will use. Changes or tips to the spreadsheets and when they were made will appear in red on the Data Upload page.
- Complete the spreadsheets by **entering data in the exact order** specified by the name of the spreadsheet (e.g., 1Participants.xls, 2Sections.xls, etc.)
- Enter all required data.
- Retain all columns on the spreadsheet even if they are empty.
- Follow the data key on the spreadsheets that indicates in what form the variables must be entered (i.e., string variables, date variables, integers). Make sure all values are within the allowable ranges.
- Always create a unique section name for each different cohort/class/section .
- Distinguish the same participant in different program years by the report period ID.
- Record Facilitator Fidelity on the Components spreadsheet, not on the Observer Fidelity spreadsheet.

2. UPLOADING SPREADSHEETS

- Click on **Data Upload** in the top menu and you will be taken to the page where you can upload your data.
- It is imperative to upload data files in the order specified on the Data Upload page (i.e., participants, classes, assignments, components/sessions, attendance, observation fidelity, observation quality). Data from each sheet builds off that from previous ones.
- Click on the radio button corresponding to the file that you wish to upload.
- If you are implementing more than one program, indicate the program for which you wish to upload the data.
- Check the box if your file has headers in the top row.
- Click on the Upload File button. If you are successful, the message indicating how many records were uploaded should match your expectation.

DATA KEY

STRING VARIABLES: ANY COMBINATION OF ONE OR MORE LETTERS AND/OR NUMBERS
DATE VARIABLES: DATES IN SPECIFIC FORMATS
INTEGERS: WHOLE NUMBERS

3. TROUBLESHOOTING

- Make sure that the spreadsheet you are uploading is the first one in the Excel Workbook.
- If all your records do not import or you receive a message that "Nothing happened," refer to the Troubleshooting Guide to check common mistakes. These include not uploading data in the correct order; referencing data that do not exist or not using the exact names as they were previously entered in the system; altering the spreadsheet so the column order is different or removing columns, coding data improperly, including required variables; and placing the sheet first in the Excel workbook.
 - Explanation of referencing data that does not exist in the system:
 - Having a section name-component name on the attendance spreadsheet that does not have match on the components spreadsheet.
 - Having a participant name in the Assignments spreadsheet that doesn't exist on the Participant spreadsheet.
 - Having a section name-participant name combination on the Attendance spreadsheet that does not exist on the Assignments spreadsheet.
 - Example of coding data improperly:
 - Typing in "Spanish" for "Language on the Participant spreadsheet instead of entering "2."
 - Entering "Many times" for "Ever pregnant" on the Baseline spreadsheet instead of entering an integer.

- Example of not entering required data:
 - Not entering a value for Qual2 on the Observation Quality spreadsheet. The key says to enter a 6 when the observer did not provide a value.

-Contact the Help Desk with any questions.

Must-Haves for Successful Uploading

- Every participant who should have attendance needs to be assigned to a section on the Assignments spreadsheet.
- Every Participant on the Assignments spreadsheet must be on the Participant spreadsheet.
- Every Section on the Assignments spreadsheet must be on the Section spreadsheet.
- Every Section on the Components spreadsheet must be on the Assignments spreadsheet and the Section spreadsheet.
- Any Section-Component-Date combination on the Observation Fidelity and Observation Quality spreadsheets must exist on the Component spreadsheet.
- Every Section-Component-Date combination on the Attendance spreadsheet must be on the Components spreadsheet.
- Any Section-Participant combination on the Attendance spreadsheet must exist on the Assignments spreadsheet.
- Any Section-Component-Date combination on the Observation Fidelity and Observation Quality spreadsheets must exist on the Component spreadsheet.