|  |  |
| --- | --- |
| **Check** | **Done?** |
| 1. Check that your file names follows the naming convention: <Trust name>\_<SurveyVersion>\_CYP2016.xls)
 |  |
| 1. Check that you have saved the data sheet only as an Excel worksheet, rather than a workbook. (The frequency and percentage counts on the other pages of the workbook on the website are intended for your use only)
 |  |
| 1. Check that you have included data columns for **all questions from each survey** and **patient written comments**
 |  |
| 1. Check that all data are correct, and that all values are in range
 |  |
| 1. Send sample and respondent data only for the patients sampled from the trust
 |  |
| 1. Check that all the data, **excluding free-text comments**, are in **NUMERIC** format only, including dates, which should be entered as separate numeric fields for day, month and year.
 |  |
| 1. Check that you have completed the columns for the day, month and year you received the questionnaire back from patients
 |  |
| 1. To comply with Data Protection regulations, **any patient name and address details must be removed before the file is sent to the Co-ordination Centre**
 |  |
| 1. Zip, encrypt and password protect your data before uploading it to the Co-ordination Centre **secure FTP site** (please contact the Co-ordination Centre if you need help doing this).
 |  |
| 1. Notify the Co-ordination Centre of the **password separately** from the data file
 |  |
| 1. Include **telephone and e-mail contact** details of two people who will be available to respond to any queries about the data
 |  |

Name:

Email:

Telephone:

Name:

Email:

Telephone: