

DECA – Cleaning procedures

Educare:

1. DECA should be pulled, cleaned, and uploaded at the end of the academic year so all data is included. This should be done in June or July.
2. Pull all parent and teacher ratings for the entire academic year to have the most complete picture of the data. Under eDECA management, select “Manage Downloads”. (Note: the drop down menus are now arranged in such a way that three downloads are required – copy and paste these into one file.)
 - Delete any unneeded columns – blanks, zeroes, etc.
 - Keep record form variable, rater type, DOB, External ID, raw scores, percentiles, t-scores, etc.
3. Filter by record form variable. For infants, delete zeroes for Self-Control. For infants/toddlers, delete zeroes for behavioral concerns * note toddlers are found after the preschoolers (Q) in the sort by form.
4. Label the current tab “ELN DECA YY-YY raw” and create two blank tabs. Copy and paste all teacher ratings into one tab and all parent ratings into the other tabs. Sort parent and teacher tabs by rating date and label tabs accordingly.
5. Sort the Excel file by External ID and Rating Date. The designated pre/post windows fall around October and April – most ratings will fall into these ranges.
6. In SPSS, open the **teacher** tab. Sort the file by Rating Date. Click Data → Restructure selected cases into variables. In the dialogue box, selected identifiers = ExternalID (CHID), group by index.
7. Once the data is restructured, check to make sure there are no duplicate IDs left.
8. Pull a report of children “actually enrolled” from COPA (or your preferred child data management system) including Child ID, Child First Name, and DOB fields. This report should include any child enrolled at some point in the school year, not just those currently enrolled.
9. Merge the “actually enrolled” file with your DECA file. Check your child data management system names & birthdates to make sure they match those from the eDECA system. Address any names or birthdates that are missing or not matched.
 - If birthdates do not match, check t-scores and percentile rank after correcting DOB in DECA. If change in DOB, changes DECA scores, update data file as needed.
 - If names do not match, this means there is a problem with the child’s ID in eDECA. Verify the child’s ID in your child data management system and go back to eDECA to find the issue. Begin the steps over again.

10. Use the dates wizard in SPSS calculate each child's age at the time of both ratings (hint: recent date – past date). Unit of measurement = months. Sort by both rating ages and check that the child's age matched the rating form used.
 - I = 0 – 20 months – most ratings will be made from 0-16
 - T = 16-38 months – most ratings will be made from 17-35
 - Q = 36-60 months – most ratings will be made from 36—60
11. Put the file back into Excel. Save this clean file for local analyses under the correct year and child data folder.
12. For FPG upload, make a second copy of your cleaned DECA file.
 - Optional steps:
 - Pull a query from your child data management system for all EIS consented children
 - Merge with the copied DECA dataset in SPSS
 - Remove any non-consented children and any reversals
 - Split uploads by time point 1 and time point 2
13. Repeat steps for parent DECA ratings. Parent ratings do not get uploaded to FPG – do not delete any cases (regardless of consent status).

eDECA Recommendations:

- As setting up children records, run comparison between child date of birth as recorded in DECA and as recorded in your child data management system. Confirm DOB differences by birth certificate.