Valuemap data-entry spreadsheet FAQs

Why the new data entry system?

Feedback from some projects has been that the volume of data they were producing made entry in to Valuemap too time consuming.

There was also a technical issue with one project unable to load the necessary software on to their system to access the Valuemap.

The solutions we have adopted are to:

- streamline the number of KPIs and reduce the number of breakdown categories
- create a new data entry format that does not require any additional software to use

I was happy using Valuemap – can I carry on using it?

Yes – you can still use Valuemap to enter your data directly if you want. This is an alternative, not a replacement – all of the data still goes in to your Valuemap and you can use the reporting functions in exactly the same way.

The only change will be that there will be fewer fields in which to enter data (in line with those on the spreadsheet).

Why are there fewer KPIs and why did we originally have to collect more?

The KPIs have been streamlined because projects have told us they need to reduce the amount of time entering data.

The KPIs that have been removed were useful but not essential data and so we have reduced the reporting in Valuemap down to the minimum number of KPIs that we can.

Can I still get a beneficiary breakdown for each KPI in Valuemap?

No. This is the main difference when streamlining the number of KPIs and breakdown categories.

If you want to generate data at that level then you will need to enter the questionnaire data in to your own spreadsheets and cross tabulate the data by question.

We can help you to do this if you want to generate that level of data. Many projects are already doing this anyway.

Is my evaluation now just a short set of KPIs?

KPIs are 'headlines' – as we outlined when projects were being assembled, the Valuemap is a reporting tool to show progress.

Valuemap and the KPIs in it are the method of generating a Way of Life programme overview; it was never intended to provide the depth of data that is required for a full evaluation.

The questionnaires can generate far more data than is required by the Valuemap (even before the changes we have recently made) and we can help you get more out of them if you like. Just ask your case manager.

It is down to individual projects to self-evaluate; we can provide you with whatever support you need to do this. Some of it will be led by us (the compulsory elements are the questionnaires and the Most Significant Change, as well as some optional tools such as Rickter Scale) but we are there primarily to support you in what you need. Our role is not to dictate your self-evaluation methods, but we can advise you on methods to use and we can provide any training you ask for. You do need to let us know though what support you need.

Can I access the data that I have entered under the KPIs that have been removed?

Yes – if you want us to export it for you we can do, just let us know by calling the Valuemap helpline.

Can I use both systems to enter data?

No – technically you can but there is significant potential for double entry of data so please use one system or the other.

Can I customise the spreadsheet?

No – in order to data capture the information in to Valuemap, the spreadsheet has to be formatted in a very specific way – there are hidden sections that you do not need to use, which feed off the main data entry page.

These must be in exactly the format we have provided otherwise the data will not upload correctly. We have locked all of the cells bar those where you can enter data to minimise any errors in data upload.

How are primary and secondary beneficiaries defined?

A primary beneficiary is someone in the age range that your project is targeting. For some projects this might be anyone under 12, but for others you might be targeting 8 to 11 year olds for example. In the latter case, the 8 to 11 years olds would be your primary beneficiaries. Anyone else (younger or older) is a secondary beneficiary.

How is a 'Completer' defined?

This is up to you. Essentially a completer is someone that you deem to have benefitted from whatever intervention you have made. For some projects and participants this might be a very intensive, lengthy intervention, for others it might be quite brief.

Provided that you define what you mean by a completer, the data can be viewed in that context and will be useful.

What is the difference between a participant and an attendee?

A participant is someone that enrols; an attendee is someone that attends the sessions. In many cases these may be the same figures, but it is possible that someone will enrol but then never show up. This is still useful information to have.

Do I use the same form every time?

No – the form will look the same, except for the cumulative total, which will increase as time progresses.

Once you send us your form we will update the details in to your Valuemap and send back a blank spreadsheet with the cumulative totals amended. You use this new one each time we send it, for the next return.

Why isn't the cumulative total cell increasing when I enter my data?

We have not automated the cell. We have done that because some people will enter data in small amounts each week before sending us their form to upload to their Valuemap and keeping that cell static helps to remind you what your last recorded cumulative figure is in your Valuemap. It will also help us should there be any error in data input, so that we can refer back to the previous totals.

The completers heading wasn't in my original Valuemap. What does this KPI mean?

In the Valuemaps, there were 3 different headings used depending on the model; you would only have seen one in your Valuemap, depending on your model:

- for Healthy Friends there was a KPI of Healthy Friends
- for Healthy Places there was a KPI of New Participants
- for Healthy Home Tutors there was a KPI of Programme Completers

In order to create a single data entry spreadsheet we needed to create a single input for these, so we have called them all completers. It is the same data that you would have entered for Healthy Friends, New Participants or Programme Completers and will be added to that KPI.

Do I have to enter data for all fields every time?

You have to enter data for all of the fields in which you have a target, just like in the Valuemaps. As we are now processing the data in to the Valuemaps for you, we would like you to send us complete data sets rather than just completing one indicator at a time. We can be flexible to meet your needs but we will not be able to process a form from you every week.

Do I need to enter anything in the cells that are not relevant to my project?

No.

I enter my data every week, should I send you the form each time?

No. We will collect forms from you at the end of each month. If you have not entered any data that month that is fine, just let us know and we will be in touch at the end of the following month. We would expect to have data from you at least every quarter.

If you want to add data to your spreadsheet as you go, then you can do so but remember to do so cumulatively. So, if you have added 10 people one week and then a further 20 the next, remember that you type 30 in to the box the second time around as it is overwriting the 10 – in other words the spreadsheet won't remember the 10 once you change the figure in the box, so you need to add it.

Once you have submitted the form to us and we have uploaded it, we will amend the cumulative total box and send the form back to you so you know what your most up to date Valuemap figure is that you need to add to each time.

How long will it take from sending in my data to seeing it in my Valuemap?

In most cases it will be done within 2 working days, sometimes quicker. Occasionally we will have a large number of submissions to deal with all at once and it may take slightly longer.

If you need a swift turnaround on your data entry in order to make a report to your governing body or partnership for example then if you let us know we can prioritise your data entry and let you know when it will be completed.

What if I make a mistake?

If you have not yet submitted your spreadsheet to us, then you can just change the total as you would in any excel spreadsheet; it isn't uploaded to your Valuemap until you send it to us.

If you have already sent it to us and we have uploaded it in to your Valuemap, make a note and correct it in your next submission – add a comment next to the relevant field(s) to explain the change when you next send us data and this will be added to your Valuemap.

Do I have to add a comment with each entry?

No – you only need to add a comment if you need to explain an entry. However, you should always add a comment if a cumulative total has to go down for any reason.

How do I relate the partnership assessment tool to the reduced partnership KPI?

This is still useful information and we would encourage you to assess the quality of your partnerships as part of your individual project evaluation. For the purposes of Valuemap, which generates a programme wide view, we have tried to reduce it to the minimum number of KPIs necessary to do that.

I've got a question not covered by the above – who do I ask?

The Valuemap helpline is available for any queries related to the spreadsheets and you can use this as much as you like. The person to ask for is Steven Ross, and the number is 0141 204 3183. We will add any new FAQs to this list as we get them.

If you have any suggestions on how we can improve these FAQs or have any issues that you would like us to add please let us know using the helpline or by contacting your Hall Aitken case manager.

Should I count the same person twice?

No – as a general rule there should be no double-counting.