Using the Adult Keyword Field to Collect and Report Data for Other Funding Sources

The eData system includes a Keyword field for every type of file, such as Adult, Staff, Class, Group, Pair, Family, and Child. Many agencies use this field to collect specific items for data analysis purposes. For example, an agency may serve adults in several different counties. In eData, each adult, class, staff, and pair is identified with the county name in the Adult Keyword field. This allows an agency to run reports in the Microsoft Access database template based on the adult keyword. The Data Checking page in the template includes the ability to sort by the adult keyword, which allows them to filter potential data errors by county.

Other agencies use this field as a "free" field to identify the record. For example, one agency has used the Keyword field in the Adult records to record the adult's country of origin.

Previously, eData Tech Support worked with a program to resolve a data collection and reporting issue. The agency received local grants to provide services to adults, but the reporting requirements for those grants included data that is not in eData because it is not required for PDE, Division of Adult Education, contracts. The program was collecting this data in a spreadsheet outside of the eData system, which resulted in entering the same Adult record in two separate systems. The staff needed a solution to eliminate this duplication of data entry.

After exploring the various options, the agency chose to use the Adult Keyword field to collect the information needed. They developed a coding protocol for each individual data item that they needed to collect and then entered the appropriate series of codes in the Adult Keyword field.

The following shows the coding protocol developed by the agency and gives examples of how the protocol was used to enter data in the Adult Keyword field. While the coding protocol is specific to the agency and likely won't meet other agencies' needs, the process of developing and using such a protocol is easily replicated.

Glossary of Key Items
Female Head of Household – FHH

Children under 18 – CH

Number of Children under 18– use code above plus number – 0CH, 1CH, 2CH, 3CH, etc. IMPORTANT: The number of children under 18 should always come first in the Keyword field and the number should ALWAYS be entered before the "CH". This will allow for calculation of total number of children. Always enter a value for this item, even if the value is zero.

Income – use upper case "IN" to reference income. Reference each income group by number 1, 2, or 3.

IN1 = 0-30% AMI, IN2 = 31-50% AMI, IN3 = 51-80% AMI

Country of Origin – use a three-letter country code. For example, MEX for Mexico, DOM for Dominican Republic, etc. A full list of codes can be found online at various web pages. Choose one coding type and do not deviate from that version.

Examples
Below are a few examples of how the protocol was entered in the ***Adult Keyword*** field, followed by a translation.

2CH FHH IN1 DOM– Adult is female head of household, has two children under age 18, is in the 0-30% income range, and is from the Dominican Republic.

1CH IN2 MEX– Adult is not a female head of household, has one child under age 18, is in the 31-50% income range, and is from Mexico.

0CH IN3 SYR– Adult is not a female head of household, does not have children under age 18, is in the 51-80% income range, and is from Syria.

3CH FHH IN1 CHN – Adult is female head of household, has three children under age 18, is in the 0-30% income range, and is from China.

Reporting
To report each value individually, use the filters in Access queries. On the main page of the Access template, the Adult button appears. This query includes the Adult Keyword field containing the additional data values.

The first example below shows how to calculate the total number of Female Head of Household. The second example describes a different process, which is used to calculate the number of children under age 18.

To calculate the total number of Female Head of Household, Income levels or Country of Origin:

On the main page of the Access template, click **Adult** to run the query. Then, scroll right to find the **Keyword** field. Click the down arrow in the **Keyword** label. Choose **Text Filters** and, in the submenu, select **Contains...** The image below shows this process.
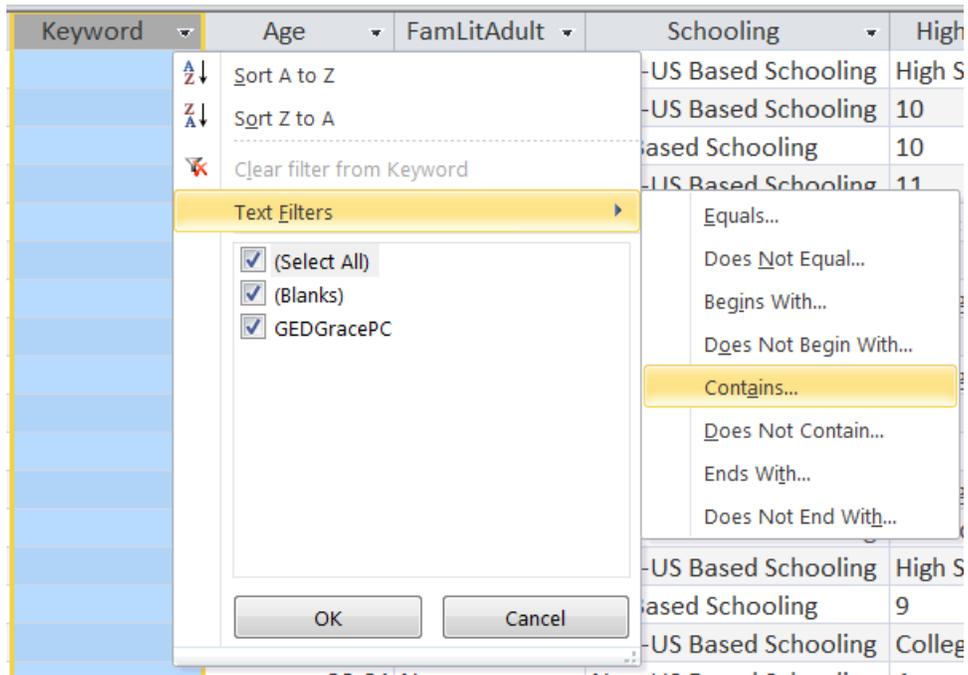
The image below shows the dialog box that appears when you make the selection above. In this dialog box, type in the value you are trying to calculate, such as Female Head of Household (FHH), and click OK.
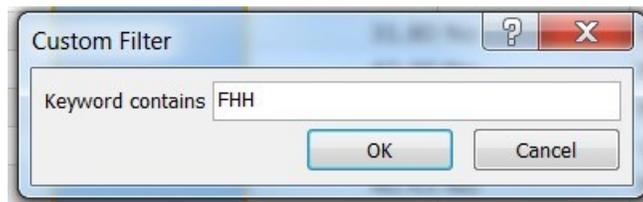
The filter will then be applied. At the bottom of the screen, there will be a "filtered" indicator, as seen in the image below. In this case, there were 9 records with FHH in them.
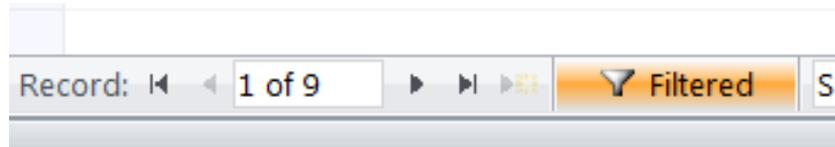
The same process can be followed to determine the number of records with specific countries of origin or specific income levels.

To calculate the Number of Children under Age 18:
The process used to calculate the Number of Children under Age 18 is more complex. It involves adding an additional field to the Adult query. This field will use an Access function to separate the number that appears at the beginning of the Keyword field from the rest of the text that appears in the Keyword field.

The function is called the LEFT function. This function allows users to pull a specified number of characters from a value and display them in a separate column. In this situation, we know that the first character that appears in the Keyword field will be the number of children under age 18. In most cases, this number will be a single digit number. (Note: This process will not function properly if the adult has more than nine children under age 18.)

In Access, open the Adult query and switch to Design View of the query. Scroll right to find the **Keyword** field and click above the field name to highlight the column. In the toolbar at the top, click **Insert Columns**. This will insert a new column in the query where the function to calculate the Number of Children under Age 18 will be entered.

In the first row of the new column, type the following function:
NumChildren: Left([Keyword],1)
The first part of this text string is the label (NumChildren). You can use any text you would like here. NumChildren is just an example of what could be used.

The rest of the function defines the result. Starting from the LEFT, the result will display ONE character of the Keyword field. We know the first character is the number of children under age 18, so the resulting field should be the number of children under age 18. Remember, as shown in the examples of the agency's protocol, the keyword always starts with a number and then the letters "**CH,**" so even if the adult has zero children under age 18, the result will remain correct.

If you save the query once the change is made, the new field will appear every time you run the Adult query.

The total number of children under age 18 can then be calculated by creating another query that sums the new column, or simply export the query into Excel and use the Sum function in Excel to obtain a total.

Additional Reporting

All of the queries on the main screen of the template that are adult-related include the Adult Keyword field. By using the filters described above, you can very easily filter any other query, such as Adult Core Outcomes or Adult Assessments.

On the Reports page in the template, it is possible to run NRS Table 4/4B by Adult Keyword; however, when there are many different combinations of values in the Adult Keyword field, this isn't viable. One option is to edit the report for your specific purposes. For example, using the example coding protocol presented above, it is possible to adjust the query associated with **NRS Table 4 by Keyword** by typing in "**IN1,**" and it would give you results for only adults in Income category #1, or you could type in "**MEX**" and see only the educational gains for Adults from Mexico.

For more information on how your agency might use a similar process to collect additional data, please contact
eData Tech Support at 1-877-857-8869 or eDataTechSupport@psu.edu