

Quick Reference Guide to Crisis Counseling Assistance and Training Program (CCP) Data Analysis (Excel)

This guide is intended to help you generate certain statistics from your CCP project data and to report project activities. The following step-by-step procedure will show you how to download comma-separated values (CSV) data from the Online CCP Data Collection and Evaluation Site and calculate totals for the following variables.

1. Individual/Family Encounters

- Total numbers of individuals participating in individual/family encounters
- Total numbers in each age group for individual/family encounters
- Overall focus of individual/family encounter

2. Group Encounters

- Total number of individuals participating in group encounters
- Numbers of people in public education sessions versus in group counseling
- Overall focus of group encounter

3. Weekly Tally

- Number of contacts made
 - Brief in-person
 - Telephone
 - Hotline
 - E-mail
 - Community networking/coalition building
- Numbers of materials distributed
 - Materials handed to people
 - Materials mailed to people's homes and left in public places
 - Mass media and social networking

1. Individual/Family Encounters

Step 1: Download the Individual/Family Encounter Log data from the CCP online database by clicking on [Download CSV](#), and save the file as an Excel workbook.

The screenshot shows the CCP Evaluation Online Database Download page on the left and an Excel spreadsheet on the right. The page has a sidebar with navigation links: Home, Intake Form, Administration, Individual/Family Crisis Counseling Services Encounter Log, Group Encounter Log, Weekly Tally Sheet, Adult Assessment & Referral Tool, and Child/Youth Assessment & Referral Tool. The main content area is titled "CCP Evaluation Online Database Download" and lists several download options: Individual Encounter Log (Download CSV, Download SPSS), Group Encounter Log, Weekly Tally, Adult Assessment & Referral Tool, Child/Youth Assessment & Referral Tool, Participant Feedback Survey, and Service Provider Feedback Survey. A "File Download" dialog box is open, asking "Do you want to open or save this file?" with fields for Name (IndividualEncounterLog.csv), Type (Microsoft Excel Comma Separated Values File, 1...), and From (www.ccpdata.org). Below the dialog, a warning message states: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

The Excel spreadsheet on the right shows a table with columns: id, ProjectNu, ProviderN, ProviderN, disaster, DateOfSe, County, employee, employee zipcode, visitttype, visitnumb, duration, male, preme. The data rows show information for various encounters, including dates, locations, and counts.

Step 2: Sort and filter: Depending on the amount of data you have, you may want to sort to make the data easier to read or understand, and you may also want to filter the data by the variables of interest (e.g., state, provider, date of service, etc.).

To sort a column, select all cells and select **Sort** from the **Data Menu**.

Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions.

To filter a column, select all cells and select **Filter** from the **Data Menu**.

Filtering data is a quick and easy way to find and work with a subset of data in a range of cells or table. For example, you can filter to see only the values that you specify (e.g., you can filter by project number, by provider, by date of service, etc.). After you have filtered data in a range of cells or table, you can either reapply a filter to get up-to-date results, or clear a filter to redisplay all of the data.

	A	B	C	D	E	F	G	H	I	J	K
1	id	ProjectNu	ProviderN	ProviderN	disaster_I	DateOfSei	County	employee	employee	zipcode	visitttype_v
2	2	MA-1895	Boston Me	0	3	#####	001 - Barn	123		20120	
3	3	MA-1895	Boston Me	0	3	#####	001 - Barn	222		20120	1
4	4	MA-1895	Boston Me	0	3	#####	001 - Barn	123		20120	
5	5	MA-1895	Boston Me	0	3	#####	001 - Barn	222		20120	
6	6	MA-1895	Boston Me	0	3	#####	001 - Barn	123		20120	
7	7	MA-1895	Boston Me	0	3	#####	001 - Barn	123		20120	1
8	8	MA-1895	Boston Me	0	3	#####	001 - Barn	123	223	20120	1
9	9	MA-1895	Boston Me	0	3	#####	003 - Berk	23456	jones55	55667	2
10	10	MA-1895	Boston Me	0	3	#####	001 - Barn	123	123	12345	1
11	11	MA-1895	Boston Me	0	3	#####	021 - Norf	45612		20123	1
12	13	MA-1895	Boston Me	0	3	#####	001 - Barn	132a		12345	1
13	14	MA-1895	Boston Me	0	3	#####	005 - Brist	123485	12374	20850	1
14	16	MA-1895	Boston Me	0	3	#####	001 - Barn	1234	5678	12345	1
15	17	MA-1895	Boston Me	0	3	#####	015 - Ham	12345	67890	10301	3
16	18	MA-1895	Boston Me	0	3	#####	001 - Barn	11		22222	2

Filter

Sort

Tip: You can select all cells by clicking on the box in the upper left-hand corner of the worksheet (above Row 1 and to the left of Column A), or by pressing CTRL + A or using **Select All** from the **Edit Menu**.

NOTE: It is important to select all cells before sorting. Only the selected cells are sorted, and if some rows are sorted and others are not, the worksheet may be inaccurate.

Step 3: Locate the column that contains the variable of interest.

Step 4: Enter a formula in a cell.

To enter a formula, do the following:

- A. Select the cell that will contain the formula.
- B. Type = (an equal sign).
- C. Type the formula. You may type directly in the cell or in the formula bar at the top of the worksheet (the formula will appear in both places).

Note: The letters and numbers indicated in the formulas provided throughout this document should be adjusted based on the data range (columns and rows) being analyzed.

For example: =SUM(A1:AX)

A—Stands for the letter that identifies the column that contains the variable of interest (the variable being analyzed)

1—Stands for the number that identifies the row that contains the first record of the variable being analyzed

X—Stands for the number that identifies the row that contains the last record of the variable being analyzed

1.1 Formula to calculate the total number of individuals participating in individual/family encounters

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	id	ProjectNu	ProviderName	Provid	disast	DateOfServic	County	employee	emp	zipcode	visittype_code	visitnumb
2	2	MA-1895	Boston Medical	0	3	10/21/2012	001 - Barn	123		20120		
20	20	MA-1895	Boston Medical	0	3	12/3/2012	001 - Barn	12121	33556	22222	5	
21	21	MA-1895	Boston Medical	0	3	12/3/2012	001 - Barn	212121	33333	22222	3	3
22	22	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	324a		20815	3	3
23	23	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	12453		20232	1	2
24	24	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	324a		20815	2	1
25	25	MA-1895	Boston Medical	0	3	12/6/2012	001 - Barn	324a		20815	2	2
26	26	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	324a		20815	1	1
27	27	MA-1895	Boston Medical	0	3	12/10/2012	001 - Barn	afd5		20815	1	1
28	28	MA-1994	Behavioral Hea	0	3	12/2/2012	007 - Duke	1234		12345	1	1
29	29	MA-1895	Community Cov	0	3	12/3/2012	015 - Ham	22333		23636	1	1
30	30	MA-1994	Behavioral Hea	0	1	12/2/2012	013 - Ham	123		12345	1	1
31	31	MA-1994	Behavioral Hea	0	3	12/2/2012	019 - Nant	123	456	12345	1	1
32	32	MA-1994	Behavioral Hea	0	3	11/21/2012	013 - Ham	1123	456	12345	2	1

The formula bar shows `=SUM(K1:KX)`. The formula cell shows `=SUM(K1:K32)`. A green callout box explains the components:

- K—Visit type code column
- 1—The first record in the data range
- X—The last record in the data range

1.2 Formula to calculate the total number of individuals in each age group

Excel Spreadsheet Data:

	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	visittype_code	visitnumb	duration	male_preschool	male_chil	male_ado	male_adu	male_adu	male_adu	female_pi	female_cf	female_ar	female_adult	female_adult4
20		5					1			1	1		1	
21		3	3	2			1	2						
22		3	3	2		1					2			
23		1	1	1								1		
24		2	1	1		1					1			
25		2	2	2			1				1			
26		1	1	1										
27		1	1	1										
28		1	1	1						0				
29		1	1	1				1						
30		1	1	1										
31		1	1	1				1						
32		2	1	1				2						
33														
34				=SUM(N1:N32)										

Formula: =SUM(N1:N32)

Callout Box 1 (Green):

- N—Male preschool column
- 1—The first record in the data range
- X—The last record in the data range

Callout Box 2 (Black):

To calculate totals for the remaining age groups, follow these steps:

- Select the cell with the formula.
- Point to the fill handle, at the bottom right of the selected cell.
- When the pointer changes to a black plus sign, press and drag outside selection to extend series.

1.3 Formula to calculate the focus of encounter

=SUM(CH1:CHX)

CH—Information about_1 column
1—The first record in the data range
X—The last record in the data range

Follow these steps to calculate totals for the remaining columns (focus of encounter):

- Select the cell with the formula.
- Point to the fill handle, at the bottom right of the selected cell.
- When the pointer changes to a black plus sign, press and drag outside selection to extend series.

	CH	CI	CJ	CK	CL	CM	CN	CO	CP
1	informationabout_1	informationabout_2	informationabout_3	tipsfor_1	tipsfor_2	tipsfor_3	tipsfor_4	healthyco	healthyco
20	0	0	0	0	0	0	0	0	0
21	0	0	0	0	1	1	0	0	1
22	0	0	0	0	0	1	0	0	0
23	0	0	0	0	0	0	0	1	0
24	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0
27	0	0	0	0	0	0	0	0	0
28	0	0	0	0	0	0	0	0	0
29	0	0	0	0	0	0	0	0	0
30	0	0	0	0	0	0	0	0	0
31	0	0	0	0	0	0	0	0	0
32	1	1	0	0	1	0	0	0	0
33	=SUM(CH1:CH32)								
34									
35									
36									
37									
38									
39									
40									
41									
42									

2. Group Encounter

Step 1: Download the Group Encounter Log data from the CCP online database by clicking on [Download CSV](#), and save the file as an Excel workbook.

Then repeat steps 2–4 above (on pages 2–4).

2.1 Formula to calculate the total number of group encounters

The screenshot shows an Excel spreadsheet titled "GroupEncounterLog[3] - Microsoft Excel". The formula bar at the top displays `=SUM(R1:RX)`, which is circled in black. A red arrow points from this formula to the formula cell in row 22, column R, which contains `=SUM(R1:R20)`. Another red arrow points from the formula bar to the first record in the data range (row 1, column R). A green callout box on the right explains the variables: "R—Participant total column", "1—The first record in the data range", and "X—The last record in the data range".

	P	Q	R	S	T	U	V	W	X	Y
1	participan	participan	participanttotal	duration	identities	ethnicity	ethnicity	race_1	race_2	race_3
2	20	11	42	1	1	1	0	1	0	0
3	20	11	32	1	1	1	0	1	0	0
4	2	2	6	3	4	1	0	0	0	0
5	1	1	3	1	2	1	0	1	0	0
6	10		10	2	2	0	1	0	0	1
7				1	1	1	0	1	0	0
8						0	0	0	0	0
9						0	0	0	0	0
10	4	5			2	1	1	1	0	0
11			24	2	1	1	1	0	0	1
12	3	4	8	2	3	0	0	0	0	0
13	4	5	12		5	1	1	1	0	0
14	10		10	2	5	0	0	0	0	1
15	1	2	4	2	3	1	1	1	1	1
16	1	1	3	1	1	0	0	0	0	0
17	2	3	6	1	5	1	1	1	0	0
18			1	1	5	1	0	1	0	0
19			1	1	2	0	0	0	0	0
20	5	7	13	2	5	0	0	1	0	1
21										
22			=SUM(R1:R20)							
23										
24										

2.2 Number of public education sessions versus group counseling

2.2.1 Formula to calculate the frequency of public education sessions

Excel Formula Bar: `=COUNTIF(K1:KX,1)`

Green Callout Box:

- K—Service type code column
- 1—The first record in the data range
- X—The last record in the data range
- 1—Represents public education session

id	ProjectNu	ProviderN	disaster	DateOfService	County	employee	employee	zipcode	servicetype_code	groupserv	groupserv	sessionnu	sessionnu
1	MA-1895	Boston Me	0	3	10/27/2012	001 - Barn	123	222	20120	1	1	test	1
2	MA-1895	Boston Me	0	3	10/27/2012	001 - Barn	123		20120	1	1	test	1
3	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	123	123	12345	1	1		2
4	MA-1994	Riverside	0	3	11/13/2012	001 - Barn	af5	1235a	12345	1	1		1
5	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	23012		10301	2	2		2
6	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	324a	1235a	20815	2	7		3
7	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	324a	1235a	20815	2			
8	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	12345	1235674	20850	2	11	bowling a	1
9	MA-1895	Boston Me	0	3	11/26/2012	001 - Barn	12345		23232	1	1		24
10	MA-1895	Boston Me	0	3	11/26/2012	001 - Barn	324a		20815	1	5		2
11	MA-1895	Boston Me	0	3	11/27/2012	001 - Barn	123	123	12345	2	8		3
12	MA-1895	Boston Me	0	3	11/27/2012	001 - Barn	10235	45678	10301	2	2		10
13	MA-1994	Behaviora	0	1	11/15/2012	005 - Brist	12345	1	20850	1	11		2
14	MA-1895	Boston Me	0	3	12/10/2012	001 - Barn	324a		20815	1	7		1
15	MA-1994	Behaviora	0	3	12/2/2012	009 - Esse	123	456	12345	1	1		1
16	MA-1994	Behaviora	0	3	12/2/2012	009 - Esse	123	456	12345	1	1		1
17	MA-1895	Boston Me	0	3	12/11/2012	001 - Barn	123		12345	1	1		1
18	MA-1994	Riverside	0	1	12/2/2012	005 - Brist	123	456	12345	1	7		1
19													5

2.2.2 Formula to calculate the frequency of group counseling

Formula: `=COUNTIF(K1:K20,2)`

Legend:

- K—Service type code column
- 1—The first record in the data range
- X—The last record in the data range
- 2—Represents group counseling

Id	ProjectNu	ProviderN	ProviderN	disaster_I	DateOfService	County	employee	employee	zipcode	servicetype_code	groupservg
1	MA-1895	Boston Me	0	3	10/27/2012	001 - Barn	123	222	20120	1	1 to
2	MA-1895	Boston Me	0	3	10/27/2012	001 - Barn	123		20120	1	1 to
3	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	123	123	12345	1	1
4	MA-1994	Riverside	0	3	11/13/2012	001 - Barn	afd5	1235a	12345	1	1
5	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	23012		10301	2	2
6	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	324a	1235a	20815	2	7
7	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	324a	1235a	20815	2	7
8	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	324a	1235a	20815	2	7
9	MA-1895	Boston Me	0	3	11/13/2012	001 - Barn	12345	1235674	20850	2	11 bowling a
10	MA-1895	Boston Me	0	3	11/26/2012	001 - Barn	12345		23232	1	1
11	MA-1895	Boston Me	0	3	11/26/2012	001 - Barn	324a		20815	1	5
12	MA-1895	Boston Me	0	3	11/27/2012	001 - Barn	123	123	12345	2	8
13	MA-1895	Boston Me	0	3	11/27/2012	001 - Barn	10235	45678	10301	2	2
14	MA-1994	Behaviora	0	1	11/15/2012	005 - Brist	12345	1	20850	1	11
15	MA-1895	Boston Me	0	3	12/10/2012	001 - Barn	324a		20815	1	7
16	MA-1994	Behaviora	0	3	12/2/2012	009 - Esse:	123	456	12345	1	1
17	MA-1994	Behaviora	0	3	12/2/2012	009 - Esse:	123	456	12345	1	1
18	MA-1895	Boston Me	0	3	12/11/2012	001 - Barn	123		12345	1	1
19	MA-1895	Boston Me	0	3	12/2/2012	005 - Brist	123	456	12345	1	7
20	MA-1994	Riverside	0	1	12/2/2012	005 - Brist	123	456	12345	1	7

Formula Bar: `=COUNTIF(K1:K20,2)`

Cell K20: `=COUNTIF(K1:K20,2)`

Cell K20 (Value): 1

Cell K20 (Formula): `COUNTIF(range, criteria)`

2.2.3 Overall focus of encounter

To calculate the overall focus of encounter, you will need data from column AE through column AN.

The screenshot shows the Microsoft Excel interface with the formula bar displaying `=SUM(AE1:AE20)`. The formula bar is circled in orange. A green callout box on the right explains the components of the formula:

- AE—Information about 1 column
- 1—The first record in the data range
- X—The last record in the data range

The data table below shows columns AA through AN. The formula `=SUM(AE1:AE20)` is entered in cell A21, and the fill handle is being dragged to the right to copy the formula to columns AF through AN.

	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
1	race_5	disability	disability	disability	informationabout_1	informationabout_2	informationabout_3	tipsfor_1	tipsfor_2	tipsfor_3	tipsfor_4	healthyco	healthyco	focusother
2	0	1	0	0	1	0	0	1	0	0	0	1	0	test
3	0	1	0	0	1	0	0	1	0	0	0	1	0	test
4	0	0	1	0	0	1	0	0	1	0	0	0	1	
5	0	1	0	0	1	0	0	1	0	0	0	1	0	
6	1	0	0	0	1	0	0	0	1	0	0	1	0	
7	0	1	0	0	1	0	0	0	1	0	0	1	0	
8	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	0	1	1	0	1	0	0	0	0	0	0	0	1	
11	1	0	0	0	1	0	1	0	0	1	0	0	0	
12	0	0	0	0	0	0	0	0	0	0	0	0	0	
13	0	0	0	0	1	1	0	0	1	0	0	1	1	
14	1	0	0	0	0	1	0	0	0	1	0	0	1	
15	1	1	1	1	1	1	1	1	1	1	1	1	1	skittles
16	0	0	0	0	1	0	0	1	0	0	0	0	0	
17	0	1	0	0	0	0	0	0	0	0	0	0	0	Other
18	0	0	0	0	0	0	0	0	0	0	0	0	0	
19	0	0	0	0	0	0	0	0	0	0	0	0	0	
20	0	0	1	0	1	1	0	0	0	0	0	0	0	Other
21					=SUM(AE1:AE20)									

To copy this formula to additional columns in the row (columns AF through AN) drag the fill handle outside selection. Release the mouse button, and the selected area will be filled with the corresponding total in each columns.

3. Materials distributed and number of contacts

Information about brief educational supportive services is collected on a Weekly Tally Sheet. To calculate the total number of materials distributed by each category—materials handed to people, materials mailed to people’s homes and/or left at a person’s unattended home, materials left in public places, mass media, and social networking messages—you will need to download the Weekly Tally Sheet from the CCP online database.

Step 1: Download the Weekly Tally Sheet from the CCP online database by clicking on [Download CSV](#), and save the file as an Excel workbook.

Then repeat steps 2–4 above (on pages 2-4).

3.1 Formula to calculate the total number of materials distributed

The screenshot shows a Microsoft Excel spreadsheet with the formula bar displaying `=SUM(BE1:BEX)`. A purple oval highlights this formula. A red arrow points from the formula bar to the cell `BE19` in the spreadsheet, which contains the value 999. Another red arrow points from the formula bar to the cell `BE1` in the spreadsheet, which contains the value 55. A green callout box on the right side of the spreadsheet provides the following definitions:

- BE—Total material handed to people column
- 1—The first record in the data range
- X—The last record in the data range

The spreadsheet shows a grid of data with columns labeled AT through BF and rows labeled 1 through 19. The data in the BE column is as follows:

Row	BE
1	55
2	21
3	1
4	3
5	999
6	999
7	999
8	999
9	999
10	999
11	999
12	999
13	999
14	999
15	999
16	999
17	999
18	999
19	999

To calculate totals for the remaining variables (materials mailed to people's homes and/or left at a person's unattended home, materials left in public places, mass media, and social networking messages), you would repeat the same steps above but change the columns and data ranges. Examples are provided in the following table:

Variables	Column	Formula	Note
Materials mailed to people's homes and/or left at a person's unattended home	BM/Total 22	=SUM(BM:I:BMX)	<i>I and X should be adjusted to reflect the data range under analysis.</i>
Materials left in public places	BU/Total 23	=SUM(BU:I:BUX)	
Mass media	CC/Total 24	=SUM(CC:I:CCX)	
Social networking messages	CK/Total 25	=SUM(CK:I:CKX)	

3.2 Formula to calculate total number of contacts with a breakdown by each mode of contact

The screenshot shows an Excel spreadsheet with the following data:

	I	J	K	L	M	N	O	P	Q
1	employee	sunday11	monday11	tuesday11	wednesday11	thursday11	friday11	saturday11	total11
2			999	999	999				
3		1							
4									
5		5	5	4	5	6	4	5	
6		2							2
7									
8		1	1	1	1	1	1	1	7
9		1							1
10									
11				100					100
12			1						1
13					14				14
14									
15			1						1
16			1						1
17			1						1
18				123	999				1122
19		12							12
20									
21									
22									
23									
24									

The formula bar shows `=SUM(Q1:QX)`. A green callout box explains the components:

- Q—Total material handed to people column
- 1—The first record in the data range
- X—The last record in the data range

To calculate totals for the remaining variables (telephone contacts, hotline, e-mail, and community networking/coalition building) you would repeat the same steps above but change the columns and data ranges. Examples are provided in the table below.

Weekly total for:	Column	Formula	Note
Telephone contacts	Y/Total 12	=SUM(Y1:YX)	I and X should be adjusted to reflect the data range under analysis.
Hotline	AG/Total 13	=SUM(AG1:AGX)	
E-mail	AO/Total 14	=SUM(AO1:AOX)	
Community networking/ coalition building	AW/Total 15	=SUM(AW1:AWX)	