

# Appendix

## GG

## **OVERVIEW OF DATA EDITING AND CLEANING PROCESS**

### **Pre-Editing Steps**

- A. Complete break-off cases through the use of break-off questionnaires and/or worksheets
- B. Identify cases that have completed the case record in the Main CATI Instrument
- C. Load Shadow CATI with complete main case data

### **Assemble materials**

- A. Generate hard copy comment sheets for each case loaded in the Shadow CATI
- B. Pull ancillary hard copy editing materials
  - 1. Extra Services Forms
  - 2. FRB Comments

### **Editing for cases with comment sheets**

- A. Review all hard copy case materials
- B. Edit case on-line
  - 1. Correct spelling errors
  - 2. Back code some verbatim responses
  - 3. Add or delete services per comments or interview notes
  - 4. Add or delete institutions per comments or interview notes
  - 5. Implement other edits based on comments
  - 6. Implement edits requested by FRB
- C. Annotate case specific editing notes on comment sheet
- D. Set edit outcome code appropriately
- E. File away hard copy case materials

### **Delivery**

- A. Data Cleaning
  - 1. NORC iteratively reviews and cleans data
  - 2. FRB iteratively reviews and cleans data
- B. SIC Coding
  - 1. Backcoding
  - 2. Assign new SIC codes
- C. Export and recode edited cases