Data Collection, Quality Control and Analysis – for C4C Online Bootcamp

**PetPoint**

*Report to run:*

Animal: Intake with Results Extended (can be run for a 2 year period maximum) and so run from 1/1/2016 to 12/31/2017. Choose all intake types, all jurisdictions and all sites. Can choose to run the report for just cats or run for all animals and then filter the pivot tables by species once working with the data in Excel. Include active animals. Automatically exports into an Excel Spreadsheet, just need to click OK.

*Formatting the data in Excel:*

Format the data set as a table. Do this on the home tab with the cursor in the A1 cell and click on Format as Table in the Styles section. Ok to choose any of the styles.

Autofit column width. Do this on the home tab in the Cells section, click the drop down by Format and click on AutoFit Column Width.

Turn off column text wrap so that all of the rows have the same height by selecting all of the cells and clicking on Wrap Text.

*Quality Control:*

Remove columns that are not needed – ARN, Animal Name, Animal Type (ensure that animal type and species match up by using filters), distinguishing marks, Danger, Danger Reason, Date of Birth, Intake Asilomar Status, Intake Record Owner, Found Address, Found Zip Code, Agency Member, Agency Member Phone, Agency Address, Intake Person ID, Intake Person ID Type, Intake Person #, Admitter, Street Number, Street Name, Street type, Street direction, Street Direction2, Unit Number, City, Province, Postal Code, Admitter’s Email, Admitter’s Home phone, Admitter’s Cell Phone, Initial Stage, Initial Review date, Age in Months Current, Microchip issue date, microchip provider, microchip number, Pet ID, Pet ID Type, Status, Stage, Location, Sublocation, Outcome Asilomar Status, Outcome Number, Released by, Date Created, Release Date, Jurisdiction Out, Outcome Person ID, Outcome Person ID Type, Outcome Person#, Outcome Person Name, Out Street Number, Out Street Name, Out Street Type, Out Street Direction, Out Street Direction2, Out Unit Number, Out City, Out Province, Out Postal Code, Out Email, Out Home Phone, Out Cell Phone, Outcome Agency Name, Agency Street Number, Agency Street Name, Agency Street Type, Agency Street Direction, Agency Street Direction 2, Agency Unit Number, Agency City, Agency Province, Agency Postal Code, Agency Email, Agency Home Phone, Agency Cell Number

Columns to always keep:

* Animal ID
* Species
* Primary Breed
* Age Group (adult, young adult, juvenile, senior, unweaned)
* Intake Condition
* Intake Date
* Intake Type
* Intake Subtype
* Outcome Date
* Outcome Type
* Outcome Subtype

Columns that may keep if data is of interest:

* Secondary Breed
* Gender
* Altered (only if this is *not* changed when the animal has surgery at the shelter e.g. reflects what the animal is at intake)
* Age in Months Intake (only if Age Group is not very descriptive and need this information to determine underage vs. juvenile)
* Reason (has to do with intake)
* Intake SiteName (if multiple locations)
* Jurisdiction In (if used and want to see intake by jurisdiction)
* Agency Name (if used for transport partners)
* Outcome Reason
* Outcome SiteName (if multiple locations)

Remove animals that do not enter the shelter – DOA, Clinic, etc.

DOAs - need to find the DOA’s – at your shelter, is it an intake type? Is it a sub type? Condition? Need to find them and remove them

Remove all duplicates – go to the Data tab and click on Remove Duplicates. All columns should be selected so just need to click OK.

Look at Non-Standard Intake Type and Outcome Type – will want to translate them if they exist. Translate Intake and Outcome categories to standardize them - sort by the column that you want to translate, add a column and rename to a standard type and fill. (We can work on this together if you do not know how).

Insert two columns next to Intake Date and label as Intake Month and Intake Year.

Use formula =month(cell with intake date) and =year(cell with intake date), format as number without decimal points, will be autofilled since the data was formatted as a table, clink on the filter to ensure there are not any blanks.

Do the same for Outcome Date. Also clear content for the animals who have not yet been outcomed.

Label the first blank column LOS. Use formula =cell with Outcome Date – cell in Intake Date, format cells as number without decimal points, clear contents of animals who have not been outcomed (their LOS will be a negative number), look at reasons for LOS = 0, look at all other values of LOS – what is the max?, how many large numbers are there? Are there negative LOS for animals who have an outcome?

*Pivot Tables to make:*

* Annual Live Intake
* Feline intake – by intake type, month and age
* Canine Intake – by intake type, month and age
* Feline outcome – by outcome type, month and age
* Canine outcomes – by outcome type, month and age
* Feline LOS – intake type vs. outcome type, by age
* Canine LOS – intake type vs. outcome type, by age