



## Chapter 6: Grantee Toolkit

This chapter provides additional information on and instructions for using materials on the **Grantee Toolkit CD-ROM**. The Toolkit CD-ROM includes the following:

1. **Templates for producing administrative and survey file documentation** that resemble the recommendations presented in Chapters 3 and 4.

Work Group recommendations regarding file content may be found in Chapter 3: Documenting Administrative Data Files and Chapter 4: Documenting Survey Data Files. This chapter's contents and the CD-ROM do not supplant information contained in these previous chapters.

2. **A special program that produces data dictionaries and record layouts** in a manner consistent with the guide's recommendations in Chapters 3 and 4.

Instructions for using the resources found on the Grantee Toolkit CD-ROM are provided below. The CD-ROM and its programs are PC compatible; however, neither may be run on a Macintosh. Specifically, the CD-ROM contains the following files and directories:

- **Disk 1-4:** Computer program required to run the data dictionary and record layout creation program.
- **Pearl:** The data dictionary and record layout creation program.
- **Docs:** The installation and user guide for the data dictionary and record layout creation program.
- **PKZIP:** The program required to “unzip” certain files contained on the CD-ROM.
- **Templates:** The folder that contains the Microsoft Word templates for creating administrative and survey data file documentation.

Additionally, Section 3 of this Chapter includes an example **SAS program that generates random record identifiers**.

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# 1. Using Grantee Toolkit Templates to Document Administrative & Survey Data Files

The Grantee Toolkit CD-ROM includes **eight Microsoft Word Templates** for producing documentation for administrative and survey data files.

1. **Administrative Documentation Title Page:** This template creates a standardized title page for administrative data file documentation.
2. **Administrative Documentation Text:** This template assists grantees with following the recommended approach to administrative data file documentation outlined in Chapter 3. Prompts and instructions for completing all recommended documentation elements (except for the data dictionary and record layout) are included in this document.
3. **Administrative Descriptive Information Table:** This template assists grantees with creating the “Descriptive Information Table” for each type of data included in their administrative data file using the format recommended in Figure 3.1.
4. **Administrative File Guide Table:** This template assists grantees with creating the “File Guide Table” for each of their administrative data files using the format recommended in Figure 3.2.
5. **Survey Documentation Title Page:** This template assists grantees with following the recommended approach to file documentation outlined in Chapter 4. Prompts and instructions for completing all recommended documentation elements (except for the data dictionary and record layout) are included in this document.
6. **Survey Documentation Text:** This template assists grantees with following the recommended approach to survey data file documentation outlined in Chapter 4. Prompts and instructions for completing all recommended documentation elements (except for the data dictionary and record layout) are included in this document.
7. **Survey Summary Table:** This template assists grantees with creating the “Survey Summary Table” in the format recommended in Figure 4.1.

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8. **Survey File Guide Table:** This template assists grantees with creating the “Survey File Guide Table” for each of their administrative data files using the format recommended in Figure 4.2.

Copies of these templates are located in the “**Templates**” directory on the **Grantee Toolkit CD-ROM**.

These templates were designed to **follow the Work Group’s recommendations** for producing administrative data file documentation as presented in **Chapter 3: Documenting Administrative Data Files** and survey data file documentation as presented in **Chapter 4: Documenting Survey Data Files**. Grantees who wish to follow a separate documentation outline or adopt a **modified approach** will need to either **create their own written documentation without the assistance of a template**, or **modify the existing templates** to reflect their adaptations.

The following sections provide information on how to use the administrative data file documentation templates and instructions for modifying the templates.

### **Accessing Templates on Grantee Toolkit CD-ROM**

All documentation templates are located in the “**Templates**” **directory** on the **Grantee Toolkit CD-ROM**. The templates are in a Microsoft Word format should be copied to a local or network drive before use.

### **Entering Data in the Templates**

The templates have been set up as a **Microsoft Word document** that **allows text entry in certain fields** that correspond with the recommended documentation outline. **Fields that permit text entry are enclosed by curly brackets, or “{ }.”** Areas permitting text entry are **also shown as gray shaded areas** on your computer screen; however, these gray shaded areas do not appear on the printed document.

**Within each shaded area are prompts for the type of data that should appear in this portion of the documentation.** Chapter 3 provides additional descriptive detail on types the information grantees should enter in each field.

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To enter information into the templates, **select the shaded area with your mouse and begin typing.** When you finish typing in a specific field, simply double click on the next field in which you wish to enter information.

Template text entry areas also assume the **exact** format recommended by the Work Group. If you wish to modify this document, please see the following section on “Modifying or Adapting Templates” for instructions.

### **Modifying or Adapting Templates**

As noted above, the templates have been designed to follow the recommendations put forth by the Work Group in the Guidance Document. **If you wish to modify the templates’ structure or contents, the document should be modified as follows:**

1. Select “**View**” from your Word menu.
2. Select “**Toolbar**” under the “**View**” menu.
3. Select “**Forms**” under the “**Toolbar**” menu. When you have done so, there **should no longer be a checkmark next to the “Forms” item.**

You have disengaged the utility that allows for data entry only. **The document will now be a standard Microsoft Word document that may be formatted and edited as you wish.**

## **2. Using Grantee Toolkit Templates to Document Administrative & Survey Data Files**

A **special program that produces data dictionaries and record layouts** in a manner consistent with the guide’s recommendations in Chapters 3 and 4 has been constructed to assist grantees with completing these tasks. The program was designed to minimize the formatting necessary to create data dictionaries and record layouts for their files.

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The program may be installed on PC (IBM-compatible) or similar networks that meet the following system requirements:

- Operating systems: Windows 95 or higher OR Windows NT; the program will not run on UNIX, Macintosh, or other platforms.
- Storage requirements: 7.5 MB.

**Instructions for installing and using the program are contained on the Grantee Toolkit CD-ROM.** To access the installation instructions:

1. Load the Grantee Toolkit CD-ROM and select the **“Toolkit”** directory.
2. Select the **“Docs”** Directory.
3. Copy the **“Dict2”** Microsoft Word Document to your local drive. **This document provides instructions for installing and using the program.**

### **3. Generating Random Identifiers**

As described in Tip 1.2, grantees may construct a **10-digit record identifier using a combination of state FIPS codes and a random number for survey and administrative data file records**, with the state identifier located in columns 1-2 and the random case identifier in columns 3-10. It is important that the random identifier not be correlated with characteristics of the individuals contained in the data file (e.g., alphabetical order by last name, exit date) as a confidentiality protection.

A list of **state FIPS codes** is provided in **Tip 6.1**. **Tip 6.2** provides **sample SAS code** for automatically constructing the random identifiers using the approach recommended in Chapter 1, Section 5: Creating Record Identifiers.

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### ✓Tip 6.1: List of State FIPS Codes

The following State FIPS codes may be used for the first two columns of the record identifier. However, please note that these codes will also be generated automatically by the SAS code listed in Tip 6.2.

01 Alabama	27 Minnesota
02 Alaska	28 Mississippi
04 Arizona	29 Missouri
05 Arkansas	30 Montana
06 California	31 Nebraska
08 Colorado	32 Nevada
09 Connecticut	33 New Hampshire
10 Delaware	34 New Jersey
11 District of Columbia	35 New Mexico
12 Florida	36 New York
13 Georgia	37 North Carolina
15 Hawaii	38 North Dakota
16 Idaho	39 Ohio
17 Illinois	40 Oklahoma
18 Indiana	41 Oregon
19 Iowa	42 Pennsylvania
20 Kansas	44 Rhode Island
21 Kentucky	45 South Carolina
22 Louisiana	46 South Dakota
23 Maine	47 Tennessee
24 Maryland	48 Texas
25 Massachusetts	49 Utah
26 Michigan	50 Vermont
	51 Virginia
	53 Washington
	54 West Virginia
	55 Wisconsin
	56 Wyoming

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## ✓ Tip 6.2: Example SAS Program for Assigning Random Case Identifiers

```
options nocenter linesize=80 pagesize=59;
libname current "";

/* Program to assign a unique Record Identifier for each record in a */
/* SAS data set. */
/* The format of the id number is: State Identifier(columns 1-2) */
/* and Random Case Identifier(columns 3-10). */

/* INPUT: State SAS data set in the same directory as this program. */
/* OUTPUT: SAS data set to the current directory. If the output data set */
/* is NOT changed the file will be VTDATA! */

/* Four changes each state will have to make: */
/* 1. Each state will have to change the state code to their own */
/* two-character state postal code. The example here is for Vermont */
/* 2. The input data set name needs to be changed. It is currently set */
/* to STATEDATA. */
/* 3. The output data set name should be changed. It is currently set */
/* to VTDATA. */
/* 4. The seed value for the RANUNI function needs to be changed each */
/* time. The value can be any set of randomly typed in numbers. */
/* If the same seed value is used this program will produce records */
/* with the same random Record Identifiers compared to the records of */
/* prior seed value! */

data random;
  set current.statedata; /*State Specific Data set*/
  randi = ranuni(453209857);
  statekey = put(stfips('VT'), z2.0); /*Needs to be changed for each state*/
run;

/* Randomize the records before assigning id numbers */

proc sort data=random;
  by randi;
run;

/* Now assign id numbers to each record */
/* Change State Specific output file */

data current.vtdata(drop = statekey casekey i);
  set random;
  format RecKey z10.0;
  retain i 0;
  i=i+1;
  casekey = put(i, z8.0);
  RecKey = (statekey)|||(casekey);
run;
proc print; var RecKey; run;

ENDSAS;
```