



FINDING AND EXPLORING THE DATA

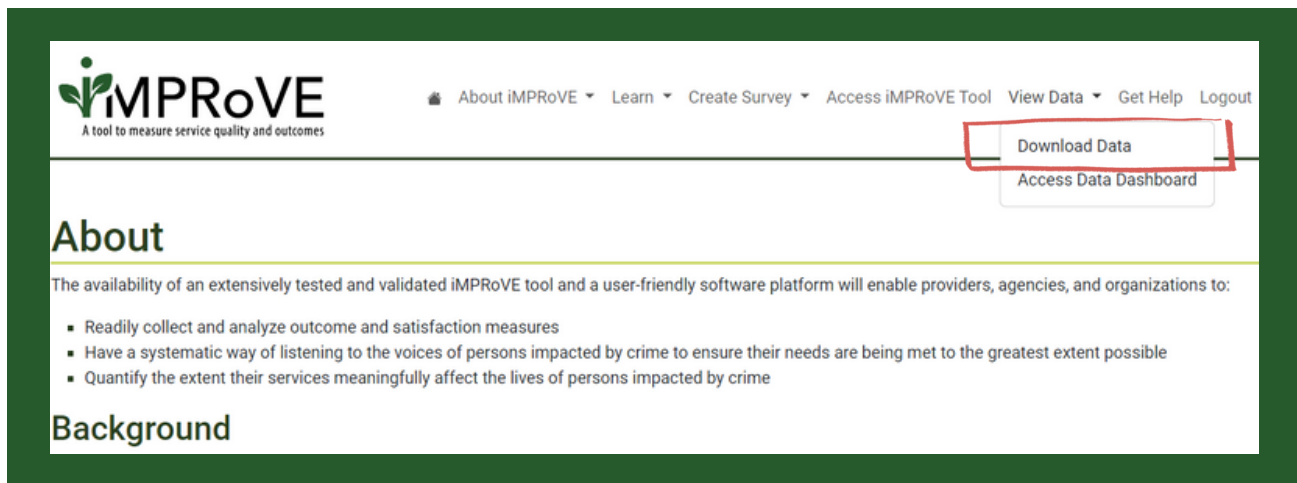
QUICK START GUIDE

improve-tool.org

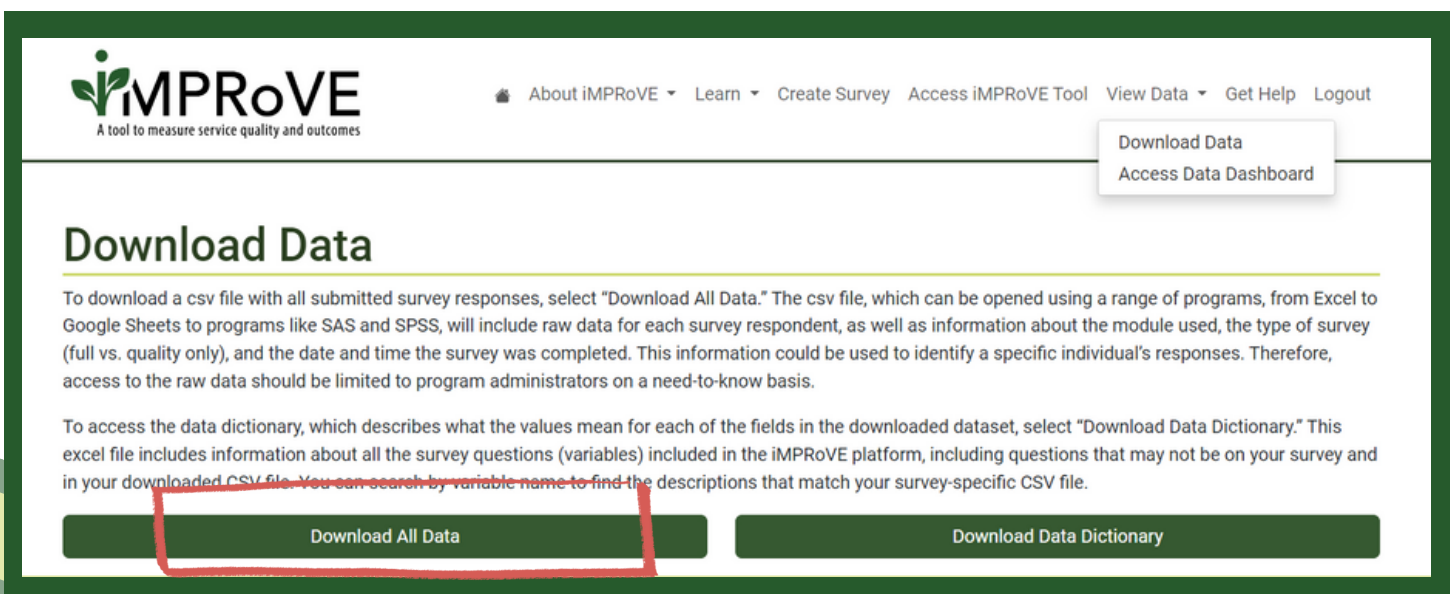
DOWNLOADING THE DATA

1 Log into your account at www.improve-tool.org.

2 Click on "View Data" and select "Download Data."



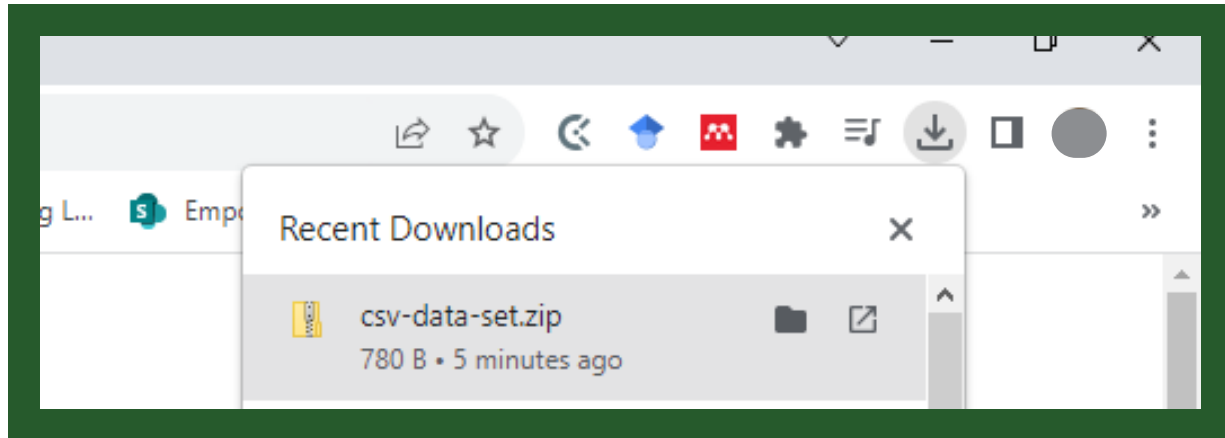
3 On the "Download Data" landing page, click on "Download All Data."



DOWNLOADING THE DATA

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Data will automatically download to your computer as a CSV file and can be opened in Excel, Google Sheets, or Python.



What is a CSV File?

A CSV file is similar to an Excel file but without any formatting. Click [here](#) for more information on how to open a CSV file in Excel.

The raw data in the CSV file contain information about the date and time the survey was completed and could be used to identify an individual's responses. Therefore, access to the raw data should be limited to program administrators on a need-to-know basis.

To learn more about your CSV-formatted dataset, download the iMPRoVE Data Dictionary. **Download instructions are on the next page of this guide.**

Below is a screenshot of the Data Dictionary file. The Data Dictionary includes:

- variable names,
- the description of iMPRoVE questions associated with those variables,
- and the variable values included in the raw download.

The “Variable Values” column will help you understand how victims/survivors responded to each question. Keep in mind, there are additional variable values for when someone selected “not applicable” or skipped the question.

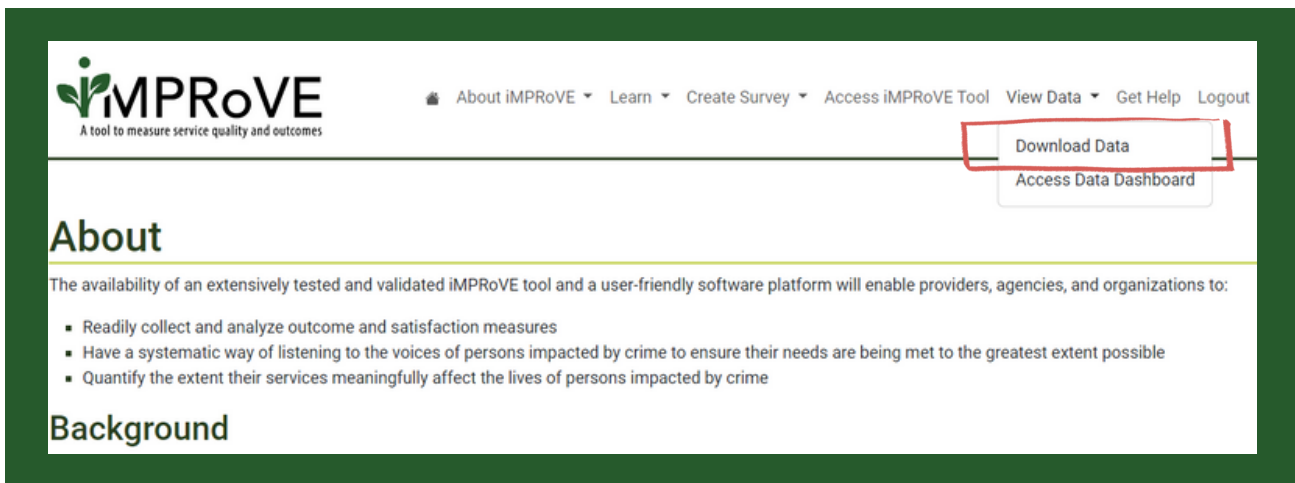
For more help interpreting your data, attend one of our trainings or [reach out to our helpdesk](#).

iMPRoVE Data Dictionary			
Section	Variable Name	Description	Variable Values
paradata			
paradata	Group ID	automatically generated	
paradata	Form Title	MasterForm	
paradata	Form ID	ignore this field	
paradata	_id	this is a unique identifier for each survey response	
paradata	formId	this is an identifier as to which survey form was used to generate the response. Each .csv file should have the same identifier here	
paradata	cycleSequences	ignore this field	
paradata	sequenceOrderMap	ignore this field	
paradata	startUnixtime	the epoch (unix time stamp) for when the survey was started. This is a timestamp in milliseconds since January 1, 1970 UTC.	
paradata	startdatetime	Date and time the survey was started (converted from unix time)	
paradata	endUnixtime	the unix time stamp for the end time for the survey	
paradata	enddatetime	Date and time the survey was completed (converted from unix time)	
paradata	lastSaveUnixtime	ignore this field	
paradata	buildId	not used	
paradata	buildChannel	not used	
paradata	deviceId	not used	
paradata	groupId	not used	
paradata	complete	Was the final submit button was pressed (all cases)	TRUE
paradata	archived	not used	
paradata	tangerineModifiedByUserId	not used	
paradata	module_type	module selected for the base survey	Legal, Forensic, Mental, Crisis, Support, Underserved
paradata	survey_type	version of the survey completed: full, quality only, demographics only	1 Full, 2 Quality, 3 Demographics only
Consent	consent	If you understand the study, please check the box to complete the survey.	1 Yes – I agree to take the survey , 0 No – I do not agree to take the survey (survey ends), 999 respondent skipped
Consent	IndProxy	Which of the following best describes who received services from from [NAME OF PROVIDER]?	1 You, 2 Your child, children, or other dependent(s), -9 not asked, 999 respondent skipped
Outcome Measures			
Outcome measures	assistance	Because of [NAME OF PROVIDER], I know more about people and places in my community that can help me with things like food, clothing, housing or utilities assistance, or transportation.	1 Strongly Agree , 2 Agree, 3 Neither agree nor disagree, 4 Disagree, 5 Strongly disagree, 9 I did not need this type of assistance , -9 not asked, 999 respondent skipped
Outcome measures		Because of [NAME OF PROVIDER], I know more about people and places in my community that can help my child/dependent with things	1 Strongly Agree , 2 Agree, 3 Neither agree nor disagree, 4 Disagree, 5 Strongly disagree, 9 I did not need this type of assistance

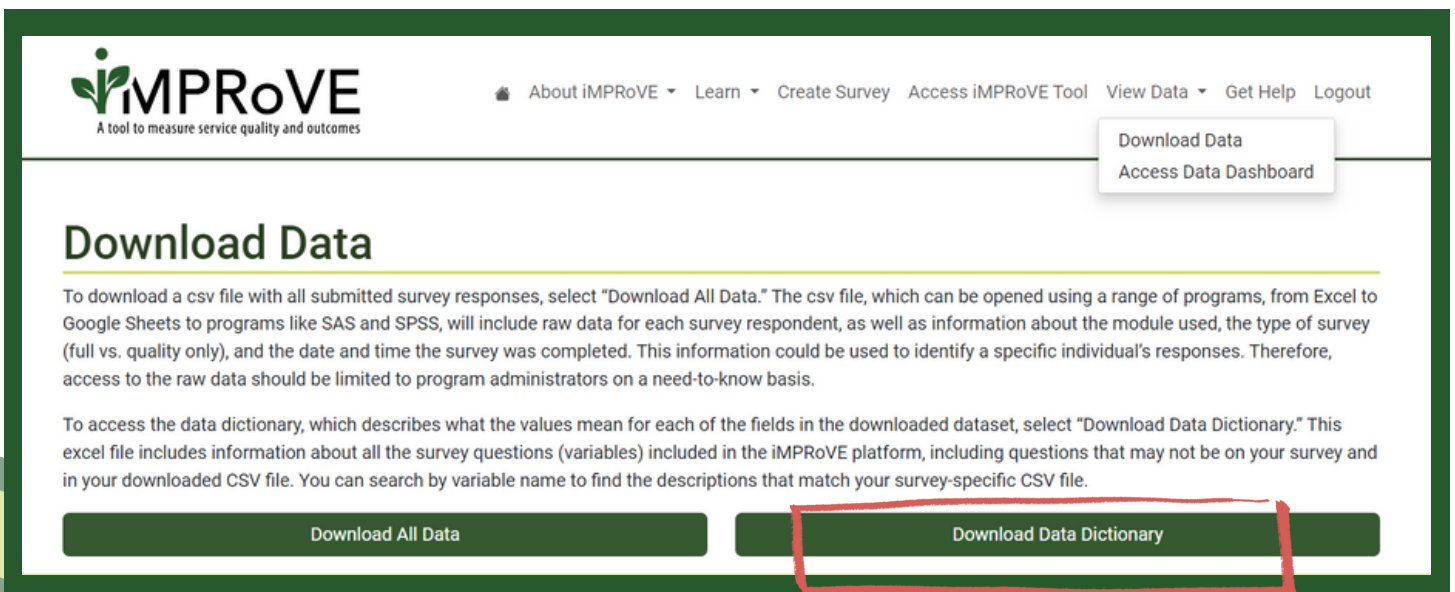
DOWNLOADING THE DATA DICTIONARY

1 Log into your account at www.improve-tool.org.

2 Click on "View Data" and select "Download Data."



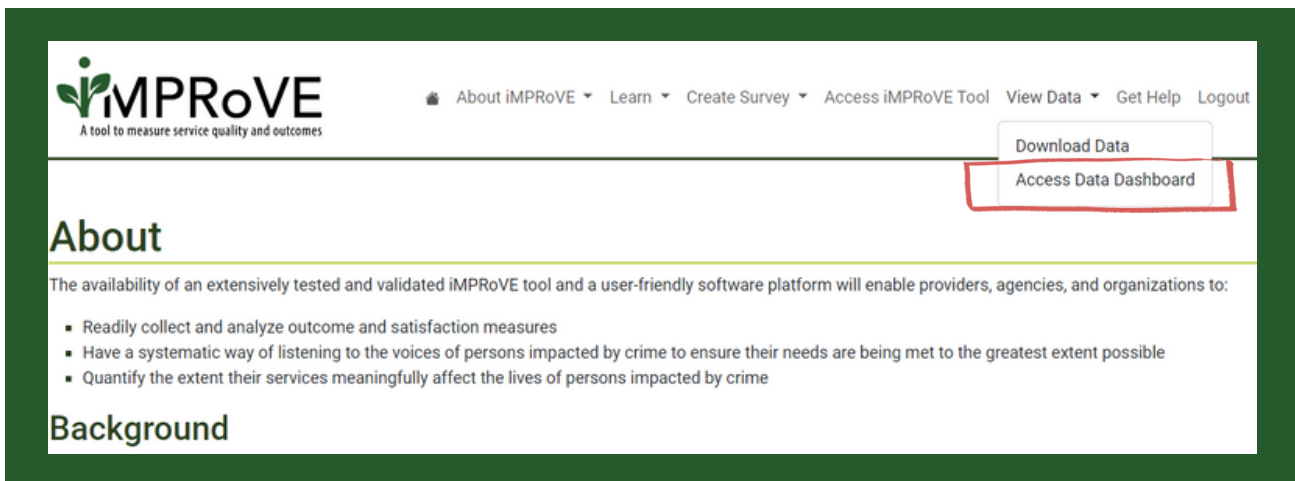
3 On the "Download Data" landing page, click on "Download Data Dictionary." The Data Dictionary will automatically be downloaded to your computer as an Excel file.



USING THE DATA DASHBOARD

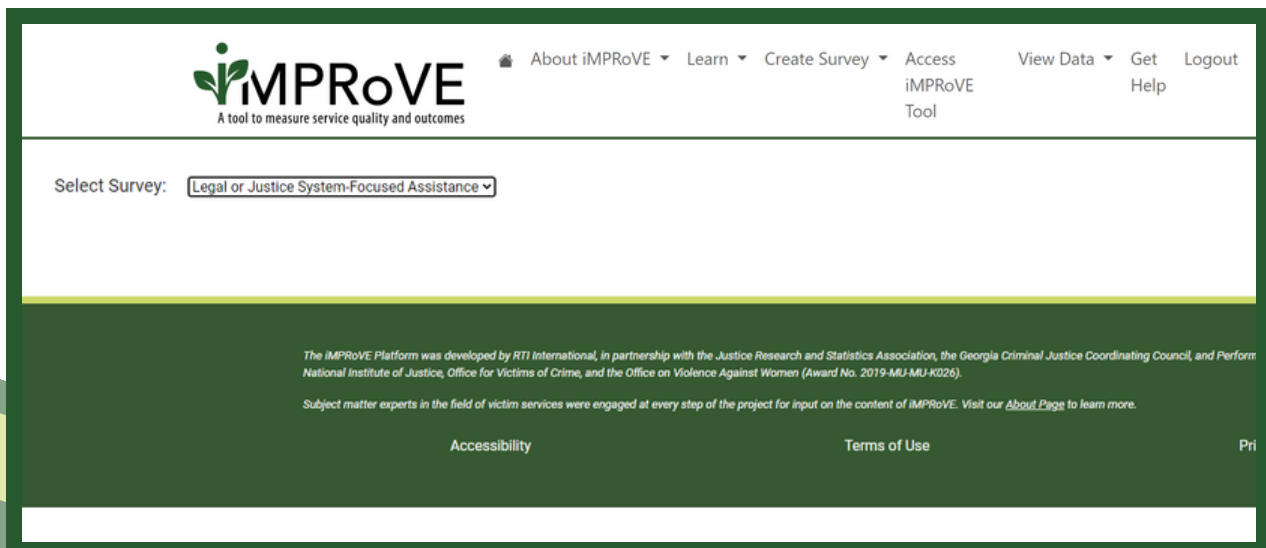
1 Log into your account at www.improve-tool.org.

2 Click on "View Data" and select "Access Data Dashboard."



3 Use the drop-down to select the survey from which you'd like to view data.

For programs that have created multiple iMPRoVE tools, the data for each will be displayed separately. The first step in using the data dashboard is to select the version of the tool for which data should be displayed.



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Once in the dashboard, there are ways to change what data are included and how they are displayed.

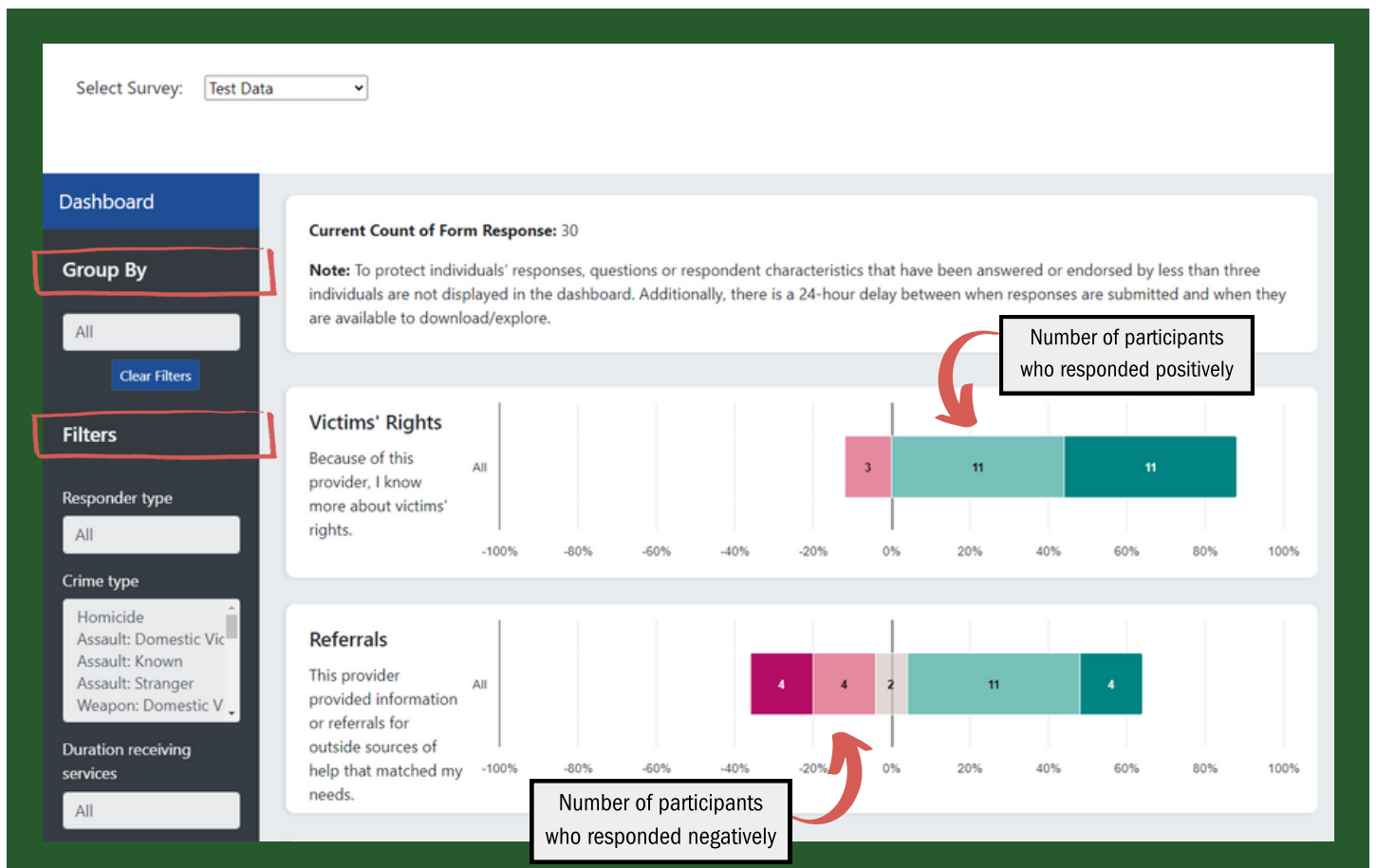
The **'Group By' option** enables distributions to be displayed across different demographic characteristics, such as age groups and gender identities.

Filters make it so that the dashboard shows only data for a certain:

- period of time (e.g. January 2022 though June 2022)
- respondent type (e.g. whether the respondent was the adult victim or survivor or a proxy representative completing the survey on behalf of a minor or dependent victim or survivor)
- crime category



As a reminder, you can select multiple crime types to filter the data by holding the Ctrl key and selecting the crime types you would like to display in the dashboard.



NOTE: If you want to capture these charts to include in reports or to share with your team, you can take a screenshot by holding Ctrl + Shift + S and selecting the chart you would like to capture.