

**Guide for  
SMS - CommEngage - Meeting  
Data - Wave 2**

# Project Overview

Data pulled on: 2024-12-27 01:02:11  
Total number of observations: 140

All fields are counted among field types below even if they contain no data and/or are omitted from this report

text fields: 20  
radio fields: 4  
checkbox fields: 2  
descriptive fields: 1  
dropdown fields: 1  
file fields: 1  
notes fields: 1  
yesno fields: 1

Identifier fields: 7  
hcs09\_cep02, hcs09\_cep08\_address, hcs09\_cep08\_address2, hcs09\_cep08\_city,  
hcs09\_cep08\_state, hcs09\_cep08\_zipcode, hcs09\_cep08gg

Omitted fields (all blank): 6  
hcs09\_cep01a\_other, hcs09\_cep06\_other, hcs09\_cep08\_address2, hcs09\_cep08\_zipcode\_dk,  
hcs09\_cep08ee, hcs09\_cep08ff

***Each field in this annotated codebook gets an entry structured like this:***

Field label	Field name
Field type: (radio, text, etc)	
Observations with this field left blank: #	
Number of unique values: ##	
Branching logic: equation	

  

Choice value	Label	Frequency
value1	Choice 1 label	#
value2	Choice 2 label	#
value3	Choice 3 label	#

# 1. Instrument: meeting\_data

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**Meeting ID (text)****meeting\_id**

Field type: text

Observations with this value left blank: 0

Number of unique values: 140

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**Version # (text)****hcs09\_version**

Field type: text

Observations with this value left blank: 0

Number of unique values: 1

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**CEP01. HEALing Communities Study Site state:  
(radio)****hcs01\_lam05**

Required

Field type: radio

Observations with this value left blank: 0

Number of unique values: 1

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Choice value	Label	Frequency
1	Kentucky	0
2	Massachusetts	0
3	New York	0
4	Ohio	140

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**CEP01a. Community/County (Research site):  
(radio)****hcs09\_cep01a**

Required

Field type: radio

Observations with this value left blank: 0

Number of unique values: 9

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Choice value	Label	Frequency
1	Bourbon	0
2	Boyd	0
3	Boyle	0
4	Campbell	0

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Choice value	Label	Frequency
5	Carter	0
6	Clark	0
7	Fayette	0
8	Floyd	0
9	Franklin	0
10	Greenup	0
11	Jefferson	0
12	Jessamine	0
13	Kenton	0
14	Knox	0
15	Madison	0
16	Mason	0
17	North Adams	0
18	Brockton	0
19	Plymouth	0
20	Gloucester	0
21	Lawrence	0
22	Salem	0
23	Holyoke	0
24	Springfield	0
25	Lowell	0
26	Pittsfield	0
27	Weymouth	0
28	Barnstable (Bourne/Sandwich)	0
29	Bristol (Berkeley/Dighton/Freetown)	0
30	Franklin (Greenfield/Montague/Athol/Orange)	0
31	Hampshire (Belchertown/Ware)	0
32	Middlesex (Shirley/Townsend)	0
33	Broome	0
34	Cayuga	0
35	Chautauqua	0
36	Columbia	0
37	Cortland	0
38	Erie	0
39	Genesee	0

Choice value	Label	Frequency
40	Greene	0
41	Lewis	0
42	Monroe	0
43	Orange	0
44	Putnam	0
45	Suffolk	0
46	Sullivan	0
47	Ulster	0
48	Yates	0
49	Allen	10
50	Ashtabula	0
51	Athens	0
52	Brown	16
53	Cuyahoga	0
54	Darke	0
55	Franklin	18
56	Greene	0
57	Guernsey	0
58	Hamilton	0
59	Huron	18
60	Jefferson	17
61	Lucas	0
62	Morrow	0
63	Ross	14
64	Scioto	0
65	Stark	15
66	Williams	17
67	Wyandot	15
4000000	Other	0

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**CEP02. Research staff person name: (text)**

**hcs09\_cep02**

Identifier & Required

Field type: text

Observations with this value left blank: 4

Number of unique values: 2

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**CEP05. What is the date of the meeting? (text)** **hcs09\_cep05**

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Required  
Field type: text  
Observations with this value left blank: 0  
Number of unique values: 98

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**CEP05a. How long was this meeting? (text)** **hcs09\_cep05a**

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Required  
Field type: text  
Observations with this value left blank: 5  
Number of unique values: 52

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**CEP07. What is the name of the location? (text)** **hcs09\_cep07**

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Required  
Field type: text  
Observations with this value left blank: 80  
Number of unique values: 16  
Branching logic: [hcs09\_cep06(1)]=1'

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**CEP08. What is the address of the facility?  
Street address: (text)** **hcs09\_cep08\_address**

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Identifier & Required  
Field type: text  
Observations with this value left blank: 80  
Number of unique values: 16  
Branching logic: [hcs09\_cep06(1)]=1'

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**City: (text)** **hcs09\_cep08\_city**

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Identifier & Required  
Field type: text  
Observations with this value left blank: 80  
Number of unique values: 7  
Branching logic: [hcs09\_cep06(1)]=1'

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**State: (dropdown)** **hcs09\_cep08\_state**

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Identifier & Required  
Field type: dropdown

Observations with this value left blank: 80  
Number of unique values: 1  
Branching logic: [hcs09\_cep06(1)='1'

Choice value	Label	Frequency
1	AL	0
2	AK	0
3	AZ	0
4	AR	0
5	CA	0
6	CO	0
7	CT	0
8	DE	0
9	DC	0
10	FL	0
11	GA	0
12	HI	0
13	ID	0
14	IL	0
15	IN	0
16	IA	0
17	KS	0
18	KY	0
19	LA	0
20	ME	0
21	MD	0
22	MA	0
23	MI	0
24	MN	0
25	MS	0
26	MO	0
27	MT	0
28	NE	0
29	NV	0
30	NH	0
31	NJ	0
32	NM	0
33	NY	0

Choice value	Label	Frequency
34	NC	0
35	ND	0
36	OH	60
37	OK	0
38	OR	0
39	PA	0
40	RI	0
41	SC	0
42	SD	0
43	TN	0
44	TX	0
45	UT	0
46	VT	0
47	VA	0
48	WA	0
49	WV	0
50	WI	0
51	WY	0
8000000	Don't Know	0
7000000	Prefer Not to Answer	0

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**ZIP code: (text)**

**hcs09\_cep08\_zipcode**

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Identifier  
Field type: text  
Observations with this value left blank: 81  
Number of unique values: 6  
Branching logic: [hcs09\_cep06(1)='1']

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**CEP08a. How many people attended this meeting in person? (Please do not include HCS staff, visitors, or guest speakers in the count.) (text)**

**hcs09\_cep08a\_inperson**

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Required  
Field type: text  
Observations with this value left blank: 4  
Number of unique values: 21

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**CEP08a. How many people attended this meeting via phone or teleconference? (Please do not include HCS staff, visitors, or guest speakers in the count.) (text)** **hcs09\_cep08a\_phone**

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Required  
Field type: text  
Observations with this value left blank: 5  
Number of unique values: 21

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**CEP08bb. How many members are there currently in the coalition (total number of members at the time of the meeting)? (text)** **hcs09\_cep08bb**

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Required  
Field type: text  
Observations with this value left blank: 5  
Number of unique values: 33

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**CEP08cc. How many organizations were represented at this coalition meeting? (text)** **hcs09\_cep08cc**

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Required  
Field type: text  
Observations with this value left blank: 5  
Number of unique values: 21

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**CEP08dd. How many organizations are there currently in the coalition? (text)** **hcs09\_cep08dd**

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Required  
Field type: text  
Observations with this value left blank: 5  
Number of unique values: 22

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**CEP08gg. Please Upload Meeting Minutes (file)** **hcs09\_cep08gg**

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Identifier  
Field type: file  
Observations with this value left blank: 112  
Number of unique values: 28

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**CEP08b2. Was the communication campaign discussed at all during this meeting? (radio)** **hcs09\_cep08b2**

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Required  
 Field type: radio  
 Observations with this value left blank: 4  
 Number of unique values: 3

Choice value	Label	Frequency
1	Yes	113
0	No	22
8000000	Don't Know	1
7000000	Prefer Not to Answer	0

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**CEP08c. How much time during this meeting was spent discussing the communication campaign in your community (Hours)? (text)**      **hcs09\_cep08c\_hours**

Required  
 Field type: text  
 Observations with this value left blank: 27  
 Number of unique values: 1  
 Branching logic: [hcs09\_cep08b2] = '1'

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**How much time during this meeting was spent discussing the communication campaign in your community (Minutes)? (text)**      **hcs09\_cep08c\_minutes**

Required  
 Field type: text  
 Observations with this value left blank: 28  
 Number of unique values: 11  
 Branching logic: [hcs09\_cep08b2] = '1'

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**Note to research staff collecting data: we will be asking respondents to separate out the time spent on Communication Campaign activities. Communication Campaign activities by Phase are:**  
**Phase 0:Initiate preliminary activities for communication campaignsPhase 1:Introduce campaign topics and approach to coalitionsPhase 2:Develop distribution plan for Communication Campaign 1Phase 3: Implement Communication Campaign 1 in partnership with coalitionsPhase 5: Plan, implement and monitor Communication Campaigns 2 and 3 in partnership with HCS coalitions Additional Communication Campaign activities may include: Final production of guidebooks and message maps Presenting and discussing the HCS communication campaign guidebook and maps with your community**

**hcs09\_cep08\_desc**

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coalition Selecting priority groups to target  
Selecting and tailoring campaign and message  
templates Conducting concept and/or message  
tests among priority groups Producing the  
campaign plan with metrics, timelines and  
responsibilities Implementing the communication  
plan Coordination and feedback sessions with  
coalition Monitoring progress Researchers may  
provide respondents with a handout (or as part of  
an email) with these descriptions of the  
community engagement activities. (descriptive)

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Field type: descriptive

Observations with this value left blank: 0

Number of unique values: 0

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**Add your description here: (notes)**

**testlength**

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Field type: notes

Observations with this value left blank: 138

Number of unique values: 2