

SCORE-15 Index of Family Functioning and Change

Excel data entry

This set of instructions, and the accompanying Excel file called SCORE-15 data entry Excel97 301013, are for collecting data from a series of people (cases) so that the whole group can be examined together. A group may be all the cases of a particular clinic, or a selection of particular types of family. It automatically calculates various averages for each person, for example their average SCORE on each occasion and, if you have data from a first and later session, how much each aspect has changed. When you have finished it calculates the averages for each aspect of your data.

The instructions here are designed so that anyone, even with no previous experience of using Excel, will be able to process their own data. They may look rather elaborate but that is because I have attempted to explain every aspect. If you work through them one step at a time, you should have no problem. If you are familiar with Excel a quick scan of these instructions will probably be all you need.

The Excel file: SCORE-15 Data Entry has been set up to enter data at up to two points in therapy and calculate totals and averages within the spreadsheet.

Each line from top to bottom is numbered as a row. First row contains the titles of the columns. Many are abbreviated to fit but if you click on one the full title will appear in the slot above the sheet.

The second line is an example so that you can see the required format. Once you are entering your own data, please remember to delete this row.

Entering the data

Use one row for each respondent. In the first 4 columns enter their:

Identifier age Gender Other

Identifier should be as filled in on their SCORE data sheet. 'other' is for one other item of information if needed but can be left blank.

You should enter the raw scores as they are ticked on the SCORE-15 form (some items are negatively phrased but that will be dealt with within the Excel calculations).

From the first page. Enter the fifteen ratings of 1 (Describes us very well) to 5 (describes us not at all) into 1talk1, 2-truth1 etc. The first number in the column heading is the number of the item; -6 (minus) indicates a negatively phrased item and the final 1 indicates that it is the first administration. So -2-truth 1 is the second item, which is negative (so scoring it as -describes us very well is not a good thing), this is the item -people often do not tell each other the truth in my family so is summarised as -truth and at this point under the column that Excel labels as -F is the first time of administering the SCORE to this person.

When entering the data, if someone fails to tick one of the items leave the space in the relevant column blank.

Now for Page 2. Once you have entered the fifteen ratings, enter as text what they have said as a description of their family, and what they say their main problem is. Don't worry if your typing seems to go over the next cells. Excel only does that when the next cell is empty, and when you put information into the next cell, the text will be cut to the size of the cell. But the full text appears in the top space if you click on the cell.

Now enter the ratings 0-10 where they have put their X along the line. We would not usually bother with decimal points so put the nearest whole number. If it is halfway between 5 and 6 (say) then record it as a 6 (i.e. rounding up). There are three ratings: of severity of the problem; how they are managing as a family; and whether they think family therapy will be (/ has been at the second and later administration) helpful.

Then the demographic information. This only goes in once.

Excel will now calculate for that person the averages for each dimension, the total SCORE and the average SCORE. The three dimensions are: 1. Strengths and adaptability; 2. Overwhelmed by difficulties; and 3. Disrupted communication and each dimension is based on 5 of the items.

NOTE if any scores are missing, the TOTAL is an estimate based on the items that were rated. This estimate becomes unreliable if more than one item is missed as we don't really know whether they were left out for a reason (e.g. too revealing about a major problem).

The sheet is set up to record 30 cases. If you have less, simply delete the rows up to number 31. If you have more than 30, click on row 31, click on *Insert* on the top menu, then *Insert sheet rows* for as many rows as you need. Make sure you insert the extra rows while you are within the first 30 rows otherwise the column averages will be incorrect.

A rough idea of what the total and average scores mean

The total score could in theory be 15 if they rated every question absolutely positively and 75 if every question absolutely negatively. So the higher the total, the worse the person is rating their family. On our first samples we found that families at the start of therapy averaged 39, and non-clinical families averaged 26. Looking at the average score for someone lets you relate their score to a position on the scale of 1 to 5 that they were using. If all questions were phrased positively, full agreement is positive and would score 1, while full negative (*not at all*) would score 5. Excel converts them in this direction for you. An average of 2.67 (equivalent to a total of 40) would be just more than halfway from *describes us well* to *describes us partly*.

The dimensions range from 5 to 25 as totals but are calculated here as averages so can be interpreted in the same way as the overall SCORE. At the second administration, start

entering the data at the column AH, labelled 1talk2 (the 1 as it is the first item, the 2 because it is the second administration) and continue as above.

Data from second (follow-up) administration

After the calculations for time 2, it will then calculate the change from first to later session, with a positive score being the preferred change in each case, as it means the SCORE average has dropped. There is space to record the two therapist ratings (see ötherapists scaleö). The changes in the Page 2, 10 point ratings are then calculated.

When you have all your data, delete any unwanted rows and let Excel calculate averages for each column. These numbers show what the average of that item is across the whole set of scores that you have entered. They will tell you the overall average for the data in that column. For example, the column average for column AF, (TOTAL SCORE) tells you the average of the totals across all the cases you have entered. Statistical calculations such as standard deviations, the significance of any change, and correlations between different measures can be carried out in Excel or the data can be read in by PASW (SPSS) for analysing there. An SPSS file and syntax are available on request.

Good luck, and please tell us how you got on in the SCORE list at
aftSCORE@googlegroups.com Please also feed back suggestions for improving this process to Peter Stratton p.m.stratton@ntlworld.com