



### Example Codebook/Data Dictionary

A *codebook* is a document containing information about each of the data points (or variables) in your dataset, such as:

- The name assigned to the variables
- A brief description or definition of each of the variables (called a variable label)
- Data Type (numeric, character, date)
- The values for each variable; how each variable is measured and/or coded
- Comments

Codebooks can also contain documentation about when and how the data was created. A good codebook allows you to communicate your data to others clearly and succinctly, as well as ensures that the data is understood and interpreted properly.

**When Entering Data:** Put variable labels across the top column and data from each observation in the rows beneath. Include a unique identifying number for each case. A unique identifier is a unique code for each person within your database. You may use whatever is easiest for your agency. The unique identifier must be the same for that person in any court case and used across local and state entities for all information related to that person. The number must be randomly selected. Be sure that each variable name is unique and that there are no duplicate variable names. Variables should be one word.

Be consistent in your data entry and be sure data is kept in the same format throughout.

**Missing Data:** It is important to be able to distinguish between different types of missing data. Some items may be left blank because they do not apply, while others may be left blank because the field was accidentally skipped during data entry or the client did not provide a response. For this reason, training staff and designing spreadsheets to indicate whether the field is “N/A” versus missing, which is often listed as “-99” or “-9”.

Variable Name	Data Type	Values	Variable Label	Comments
ID	Characters		Unique Random Identifier	
FNAM	Characters		The first name of the client	
LNAM	Characters		The last name of the client	

TEL1	Numeric		The primary telephone number for the client	
TEL2	Numeric		An alternative telephone number for the client	
STREET	Characters		The street name the client resides	
APT	Characters		The apartment number the client resides	
CITY	Characters		The city the client resides	
STATE	Characters		The state the client resides	
ZIP	Numeric		The zip code the client resides	
EMAIL	Characters		The e-mail address of the client	
COURTDATE	DATE	DD/MM/YYYY	The client's next court date	
COURTTIME	Time	MILITARY TIME	The time of the client's next court date	
COURTPART	Character	AR1; AR2	The court part of the client's next court date	
CALLOUTCOME	Numeric	1=Reached 2=Left Message 3=Not Reached 4=Bad Number 5=Language Barrier	The outcome of the last phone call attempt to the client	<ul style="list-style-type: none"> <li>• <b>Reached:</b> The agency was able to speak directly to the client and deliver the message.</li> <li>• <b>Left Message:</b> The agency was able to leave a voice message or leave a</li> </ul>

				<p>message with another person willing to deliver the message to the client.</p> <ul style="list-style-type: none"><li>• <b>Not Reached:</b> The agency was unable to speak directly to the client or leave a message with another person that could deliver the message to the client. This may be because the voicemail was full, the person reached could not deliver the message to the client, or any other reason the client was not reached, but the phone number provided was a working phone number.</li><li>• <b>Bad Number:</b> The agency was unable to speak directly to the client because the number was the wrong</li></ul>
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				<p>phone number, non-working phone number or out of service, constant busy signal, or any other outcome that resulted in not reaching the client.</p> <ul style="list-style-type: none"> <li>• <b>Language Barrier:</b> The agency was unable to communicate with the client because there was a language barrier and no available translation service.</li> </ul>
Comments	Characters		Any additional comments relating to the client	