

STEP-BY-STEP GUIDE TO CALCULATING RECIDIVISM USING EXCEL

1. Open both files and make sure PID Number is in column A. *[If you keep the Name field you'll need to move it.]*
 - a. You will also need to ensure the data begins on Row 1. If it doesn't, you will need to delete all rows above the data by highlighting them, right clicking, and selectin Delete. Do not delete your column headers.
2. In Supervision file use the Custom Sort to sort the file by PID Number, then Referral Disposition Date. *[PID number smallest to largest; Referral Disposition Date sorted Oldest to Newest.]*
 - a. You will need to select Add Level to include supervision start date as a sort option.
 - b. Also make sure you select the option My Data has Headers.
3. Click anywhere in the data area. *[Clicking where there is data is necessary or else you'll get an error and it won't work.]* Go to Data then Remove Duplicates. Click on Unselect All and check the box next to PID Number.
 - a. Make sure you have checked My Data has Headers option.
4. In Referral file enter VLOOKUP formula in the far right column, row 1

=VLOOKUP(A1,[FileName.xlsx]SheetName!DataRange,#columnin File2adding to File1,false)

After first parentheses type A1, this must be the column with PID number. After first comma move cursor and click on supervision file. Drag mouse to select all columns in the workbook. After second comma enter the number of the column which you want to add to the referral file (where Referral Disposition Date is located). *[Normally you associate a letter with a column in Excel. This is out of the ordinary so be sure you use a number here and not a letter.]* After fourth comma type 'false'. *[Again, this will identify non-matches.]* Add second parentheses and hit Enter.

5. In referral file you should now see Referral Disposition Date in the far right column. Copy the formula and paste to all rows. Your data should now appear to fill the column. #N/A means the PID Number was not found in the Supervision file. The numbers indicate the cells need to have their format changed to a Date.
 - a. To quickly paste to all rows, first press F4 to lock the range. Then click on and hold the small, black square on the lower right corner of the box when the box is highlighted and drag until end of data
6. While cells are still highlighted, right click in the column and select 'Format Cells'. Under Category select Date and select your preferred Type (ex. 3/14/2001). Click OK.
7. To delete non-matches (#N/A) click anywhere in the data area and click 'Filter' under 'Sort & Filter'. Click on the down-arrow box in the Referral Disposition Date cell. Uncheck Select All and check only the box next to '#N/A'. Click OK. Now you should only see the rows with #N/A. Select all columns and all rows EXCEPT Row 1. Right click in the data area and select 'Delete Rows'. Click OK to delete. Again click on the down-arrow box in the Referral Disposition Date cell. Check the box next to 'Select All'. Click OK. Click anywhere in the data area and click Filter again to turn off the filter.
8. In the referral file, now add a variable (far right blank column) titled 'DateDif'. Calculate the date difference (in days) between Referral Disposition Date and Referral Date. Referral Disposition Date should be listed first (D2 in example) and Referral Date should be listed second (B2 in example).

=DAYS360(D2,B2)

9. Copy and paste the formula to all rows using the method described above. If the difference is a negative integer, the Referral Date occurred before the Referral Disposition Date, which will not be counted as a recidivism event.
10. Add another variable titled 'Recidivate'. Enter the following IF statement to code 'y' for referrals occurring between 1 and 365 days after Referral Disposition Date and 'n' for referrals that do not meet this criteria. Copy and paste the formula to all rows. The "E2" variable should correspond with the DateDif variable.

=IF((E2>0)*(E2<=365),"y","n")

11. Use the filter to delete all but those with a 'y' for recidivate as outlined above.
12. Go back to the Supervision file. In the far right column, row 1, enter the VLOOKUP formula to bring in the column Recidivate from the referral file. Note the location (in numbers) of the recidivate variable.

=VLOOKUP(A1,[FileName.xlsx]SheetName!DataRange,#column in File2 adding to File1,false)

13. Copy and paste the vlookup formula to all rows in the newly added Recidivate column. #N/A indicates the PID number did not have a referral within 1 and 365 days of their Referral Disposition Date. *[At this point we want to keep all records, not just those with a 'y' for recidivate.]*
14. To find a recidivism rate, divide the number of records with 'y' for recidivate by the total number of records and calculate to a percent. You may use the filter to find how many records have a recidivism event.
 - a. To calculate this rate with an excel formula, create a new variable and paste the formula below. The range of data should correspond with your Recidivate variable.

=COUNTIF(G2:G40,"Y")

- b. Use the number derived from the above formula to complete the below equation below and find your recidivism rate. The first number should correspond to your new variable created in step 14a. The second number should correspond with your total number of records. This can be entered manually.

=(D11/D12)*100