

Using WEMWBS to measure
the impact of your work on
mental wellbeing:
A practice-based user guide



Measuring the impact of your work on mental wellbeing

This guide is to help people who want to evaluate the impact of programmes of work or projects on participants' mental wellbeing.

It describes the Warwick-Edinburgh Mental Well-being Scale WEMWBS, the measurement tool most suited to this purpose, and the underpinning research.

It also offers advice on evaluation to those who are new to using validated measurement tools.

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Section 1: About Mental wellbeing and WEMWBS

What is WEMWBS?

WEMWBS is a scale which has been validated for the measurement of mental wellbeing among people aged 13 to 74 in the UK [1-5]. It comprises 14 positively worded statements with five response categories from 'none of the time' to 'all of the time'. To see the scale see page 8 or follow this link: <http://www.healthscotland.com/documents/1467.aspx>

The period of assessment that you would be asking participants to think about when they are answering the statements is the previous two weeks, up to the completion of the scale. The WEMWBS is designed to be filled in by participants themselves. Studies suggest that participants are comfortable filling in the scale and that they recognise the scale to be assessing their mental health and wellbeing. Indeed mental health service users have been shown in one study to prefer this measurement scale to other commonly used approaches [6].

What does WEMWBS measure?

Mental wellbeing is one aspect of overall wellbeing (others include physical and social aspects of wellbeing). Mental wellbeing is often divided into two perspectives: one which includes states of happiness and life satisfaction (the hedonic perspective), and the other which includes positive psychological functioning, good relationships with others and self-realisation/acceptance (the eudaimonic perspective).

Mental wellbeing and mental health are different terms. 'Mental wellbeing' describes positive states of being, thinking, behaving and feeling, whilst 'mental health' is a term often used to incorporate a range of states from excellent mental health to severe mental health problems. It is worth noting that mental wellbeing is often used interchangeably with the term 'positive mental health' and sometimes 'wellbeing'.

Why measure mental wellbeing?

There is evidence that mental wellbeing is a good indicator of how people and populations are able to function and thrive [7-11]. Past research and practice surrounding mental health and wellbeing have focused on mental health problems and on prevention of developing a mental disorder (mental health problem), rather than on mental wellbeing. However, not much data have been gathered at larger population levels on levels of mental wellbeing or trends over time. Collecting before and after project* data can tell us a lot about what strategies work best and what helps people improve and sustain mental wellbeing.

*refers to the project, such as a community choir, or a specific series of activities such as art classes or physical activity sessions for which you want to measure the mental wellbeing outcomes.

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Section 2: Using WEMWBS to measure mental wellbeing

Before you begin...

! Ask Permission to use WEMWBS. WEMWBS is free to use, but before you begin using WEMWBS, please make sure you ask permission by completing a registration form and contacting Dr Frances Taggart: frances.taggart@warwick.ac.uk or Prof Sarah Stewart-Brown: Sarah.Stewart-Brown@warwick.ac.uk The Reproduction copyrights for WEMWBS are as follows and must be presented on any copy of WEMWBS used:

“Warwick-Edinburgh Mental Well-being Scale (WEMWBS) © NHS Health Scotland, University of Warwick and University of Edinburgh, 2006, all rights reserved”.

Take time to consider what it is your project is aiming to achieve-- the things you are measuring are important. WEMWBS data that you collect will show the impact of your project on participants' mental wellbeing.

Here are some other questions to answer before you begin:

- Is it clear to all project team members what mental wellbeing is, and why it's important for health? For more information go to www.coventry.gov.uk/wellbeing
- Are the aims, objectives and measures used to demonstrate change clear and appropriate?
- Is there a structure for collecting, recording and managing WEMWBS data that project team members know and agree upon?
- Are all team members clear on how to track and maintain data on individuals over time?

If some of the above points are not clear to everyone, take time to work out a basic framework for the 'who, what, where, why, when' of your project in relation to WEMWBS. This guide should also help you clarify these questions. Full technical details on WEMWBS are found via a link in the 'Further Guidance' section of this guide (p.12).

Completing WEMWBS

WEMWBS is designed for participants to self-complete. The original format is a paper copy of the statements, which is what most people are comfortable with. WEMWBS can also be completed on CASI (computer assisted self-interviewing), or using CAPI with the participant entering their answer into the CAPI machine. WEMWBS has not been tested for interviewer completion (with the interviewer reading the statements out and filling in the responses for them). This is therefore not recommended unless necessary for helping people with visual impairments or reading difficulties. Please maintain privacy when reading out statements. See the full user guide for more details (web link on p.12).

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Things to bear in mind when asking people to take part

- ✓ *WEMWBS is validated for use in individuals aged 13 and older.*
- ✓ *The participant will be involved in the project for at least 2 weeks.*
- ✓ *The participant is willing to take part in the project evaluation.*

Introducing WEMWBS & consent to participate

First you need to ask if participants are willing to take part in the project evaluation. In other words, people who don't want to take part really shouldn't. If they agree, ask each participant to read, understand, and sign a consent form which includes information about the project, and how the information they provide will be used. Assure them that their responses will remain anonymous when the project effects are reported and that the forms they fill will be kept secure and confidential. Each organisation, for example the NHS or Local and Health Authority, will have its own information governance, and this should be referred to, to ensure you are in line with local guidance. If you are not attached to a large organisation you may not have this guidance.

Then ask participants to complete WEMWBS. You may describe WEMWBS as 'statements about their thoughts and feelings in the past two weeks'. Explain that you are going to ask them about these statements before they start the project and then again at the end (you may also ask them at a mid-point) to follow the effects of this project. See the step by step guide below for more information.

Distress

Occasionally reflection on the WEMWBS statements may generate distress. For participants to recognise that their mental wellbeing is not good is not necessarily a bad thing. It can be the first step towards taking action to feel better. It is important nevertheless to be able to offer support in such circumstances. When a person's mental wellbeing is very poor:

- doing everyday things like working and going out is very difficult, and/or
- their mental wellbeing is significantly affecting their relationships,

Please advise people who are distressed to talk to their GP. Alternatively they can contact local helplines or websites. Other resources include: Living Life to the Full – www.lttf.com; NHS Choices – www.nhs.uk/LiveWell/mental-wellbeing;

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Section 3: Step by step guide

Below is a brief guide for ensuring project data are collected consistently and efficiently.

More detailed information is discussed in the next pages.

<p>You will need to assign each participant a unique personal identification and project number which will be used to track whose scores belong to whom.</p>	
<p>Project number: (e.g. Physical Activity - BG 01)</p>	<p>Participant ID number: (e.g. ID 239)</p>
<p>Before Collection: Decide time points when WEMWBS will be collected. This will vary depending on the length of the project.</p> <ul style="list-style-type: none"> • The longer the project, the longer the time between project end and follow up collection. • How long after the project ends seems practical to contact participants? It may not be practical to follow up after the project at all, and this should be discussed with your project team. • In longer projects, mid-point and end point data can be collected over 2 sessions if necessary, so long as this is reported. 	<p>In general, Time points should be collected at</p> <ul style="list-style-type: none"> • →the very start, before anything has ‘happened’ • →at the half way point • →at the end • →a number of weeks after the end, or a ‘follow up’
<p>Stage 1: Participant begins project At the start of the first session /meeting: Ensure the participant meets the criteria for inclusion. If so, assign the participant with the project number and a participant ID number. Write these numbers on <i>each of the following forms</i> and WEMWBS questionnaire asking the participant to complete:</p> <ul style="list-style-type: none"> • Consent form • Profile information form (age, gender, ethnicity etc.) <p>Then give them ‘WEMWBS 1’ to complete.</p>	<p>Afterwards, Store completed information forms and WEMWBS 1 questionnaire in an envelope marked with the participant’s project and ID number.</p> <p>! Record name, date of birth and ID number on tracking sheet and store separately</p>
<p>Stage 2: Mid-point and/or end of project Get participant’s WEMWBS envelope and ask the participant to complete ‘WEMWBS 2’ statements. Check the project number and ID number are on the questionnaire if this hasn’t already been done.</p>	<p>Afterwards, Store WEMWBS 2 in the participants corresponding envelope.</p>
<p>Stage 3: Final WEMWBS The participant may be required to complete the final WEMWBS questionnaire either at the end of the project and/or sometime after the end of the project (this time lag following the end of the project needs to be decided before any project evaluation is started)</p> <ul style="list-style-type: none"> • If participants are to complete WEMWBS after the project’s end, make note of their ID number and the date that you need to re-contact them to complete ‘WEMWBS 3’. 	<p>Afterwards, Store WEMWBS 3 in the participants corresponding envelope, with the first and second forms.</p> <ul style="list-style-type: none"> • Check the same project number and ID number are on all the WEMWBS questionnaires.
<p>Stage 4: Put all participants WEMWBS questionnaires together with their profile information form in their envelope and return to the person conducting your data analysis. Include people who have dropped out along the way or who have incomplete data.</p>	<p>Retain a copy of the consent form for your records</p>

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How to score WEMWBS

Each of the 14 statement responses in WEMWBS are scored from 1 to 5, from 'none of the time' to 'all of the time'. A total score is calculated by **summing the 14 individual statement scores**. The minimum score is 14 and the maximum is 70. See the example below:

WEMWBS 1—Project Start

Project number: 'XXX' Participant ID: 'XXX'
Date ___/___/___

Below are some statements about feelings and thoughts. Please tick the box that best describes your experience of each over the **last 2 weeks**.

STATEMENTS	None of the time	Rarely	Some of the time	Often	All of the time	SCORING EXAMPLE
1. I've been feeling optimistic about the future	1	2	3	4	5	=4
2. I've been feeling useful	1	2	3	4	5	=3
3. I've been feeling relaxed	1	2	3	4	5	=2
4. I've been feeling interested in other people	1	2	3	4	5	=3
5. I've had energy to spare	1	2	3	4	5	=3
6. I've been dealing with problems well	1	2	3	4	5	=4
7. I've been thinking clearly	1	2	3	4	5	=3
8. I've been feeling good about myself	1	2	3	4	5	=2
9. I've been feeling close to other people	1	2	3	4	5	=3
10. I've been feeling confident	1	2	3	4	5	=2
11. I've been able to make up my own mind about things	1	2	3	4	5	=2
12. I've been feeling loved	1	2	3	4	5	=5
13. I've been interested in new things	1	2	3	4	5	=5
14. I've been feeling cheerful	1	2	3	4	5	=3
SCORING EXAMPLE	=0	=8	=18	=8	=10	SCORE =44

"Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS). ©NHS Health Scotland, University of Warwick and University of Edinburgh, 2006, all rights reserved."

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What does the example show?

The example above shows a participant completing all 14 statements of WEMWBS resulting in a total score of 44. The WEMWBS total scores of each person are used for analysis, for example to find an average score for a group of people, and at this stage it is very important to identify when WEMWBS statements have **not** been completed, as this will affect the data analysis. If a participant has not completed all of the WEMWBS statements, their score should **not** be tallied with participants completing all 14 statements during analysis (see section 4). If a WEMWBS score has been summed with only 13 or fewer statements, (at least one missing) it will result in a lower score which is also **inaccurate**.

- Encourage participants to check they have completed all 14 statements when they are completing WEMWBS. Entering missing data is discussed on page 17.
- See 'Further guidance' below for a link to the official WEMWBS user guide. That guide details how to deal with missing data during analysis.

The important thing to bear in mind is that tracking participants means knowing what has happened to them at each stage of the project. If they dropped out, make a note of when and for what reason (if known) and put it in their file. That way, you'll always know the reasons why you have 'X' number at the beginning and 'X' number at the end.

How can I collect and track data?

While each project may use a slightly different system, we have found it works well to create a WEMWBS 'pack' containing all the information to keep track of each individual.

- Print copies of each WEMWBS you plan to track (usually 3) with the time point and collate into one envelope for each person - these are the 'packs'.
- Label each pack and **all its contents** with a participant ID number (all the WEMWBS forms, the demographic form and anything else for your project). A participant is then assigned this pack when they start the project and the contents remain together for the duration.
- It might also be helpful to leave space for the date completed on each WEMWBS form. This way you can be sure what has and has not yet been completed.
- A tip for keeping things organised and secure is to have a separate 'tracking' sheet which has only the Participant ID and their name in a table, but is stored, locked and kept separately from the WEMWBS packs. When accessing the participant's file, refer to the tracking sheet to find the ID number- which should be labelled on the WEMWBS 'pack'/envelope. It will be easier to keep things secure and easier to access. See the example on page 10.

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Example: This is one way to maintain a record for each person's WEMWBS information:

Gather one individual's forms and place in one envelope. Record the ID on a label for the envelope.

Place an ID label on each pack. Note the project ID (BG01) and the personal ID (ID239).

File and store securely, separately from your tracking sheet.



What data should I collect besides WEMWBS?

This will depend on your project type, but you should collect information you need to help make sense of your data (such as age, gender, date, if the participant did not complete, any notes you or the participant has made etc.). In general, collect the following alongside WEMWBS:

- Project number and participant ID number (same project and ID number of participant each time they complete WEMWBS)
- Date-- day/month/year or 01 JAN 12 (for each data collection time point)
- Demographic data- age, gender, employment (suggested questions you could use can be found here: <http://survey.net.ac.uk/sqb/>)
- Collection time points will vary by project and should be printed on each WEMWBS form (e.g. week 1, week 6-7, week 11-12).
- Level of completion- if the person did not return, or did not complete the project for some reason, record this on what they have completed and ***maintain the record for that person.*** This is to keep track of how many people were seen.
- Any additional information that you think is important.

Making sense of WEMWBS results

Once you have collected WEMWBS and supporting information for your project, you'll want to know what it means. You may be working with a team and a data analyst to help you understand the results. It will be between your project team and the data analyst to work together and put the WEMWBS results in the context of your project.

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Some questions to think about when understanding your results:

- Do average WEMWBS scores increase from the project start to the finish?
- Is the change maintained at the follow up? Does it increase? Decrease?
- How big are the differences between baseline and follow up?
- How many participants were not able to be followed up? This can affect the results.
- Are there differences between men and women or different age groups? Why might this be, given the nature of the project?
- What else (besides your project) might have influenced WEMWBS scores?

The amount of change between scores at baseline and follow up is important.

- ***While it is impossible to be precise about how much change in WEMWBS is considered 'meaningful', best estimates range from 3 to 8 WEMWBS points difference between 'before' and 'after' time points.*** So if a participant's score increased by three to eight WEMWBS points during the project, WEMWBS would be demonstrating that mental wellbeing meaningfully improved over the course of the project. If WEMWBS decreased by three to eight points over the course of the project, WEMWBS would be demonstrating that participant's mental wellbeing meaningfully declined during the project. WEMWBS has not yet been validated for use in individuals so that although best estimates for meaningful change is between 3 and 8, changes in an individual's score should be interpreted with caution.
- At a group level a 'statistically significant' change will depend on the number of participants completing WEMWBS (the greater the sample size, the smaller the difference you are able to detect). See the official user guide for further details on assessing group change.

These questions and more are important to think about in the context of your project when reporting and interpreting your results. Thinking about things that worked well and things that did not work well in your intervention will benefit future projects like yours, so it is important to report the positive and the negative aspects when summarising the effects of your project.

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Further WEMWBS & mental wellbeing measurement guidance

- A complete and official user guide can be obtained from NHS Scotland. If you have a question about WEMWBS, this is the first place you should look:

<http://www.healthscotland.com/uploads/documents/7551-WEMWBS%20User%20Guide%20Version%201%20June%202008.pdf>

- There is a short version of WEMWBS, the Short WEMWBS (SWEMWBS). This is a shortened version of WEMWBS using only 7 of the 14 statements. However the 14 statement version has been used more extensively as a pre and post intervention measure.
 - <http://www.healthscotland.com/scotlands-health/population/Measuring-positive-mental-health.aspx>
- For translation of WEMWBS and using translated versions please refer to the guidelines
 - [http://www.healthscotland.com/uploads/documents/15599-Translation%20of%20\(S\)WEMWBS%20to%20other%20languages%20&%20using%20Translated%20Versions.pdf](http://www.healthscotland.com/uploads/documents/15599-Translation%20of%20(S)WEMWBS%20to%20other%20languages%20&%20using%20Translated%20Versions.pdf)
- For projects involving children aged 8-13, we recommend the following scale: Emotional and Psychological Wellbeing in Children: The Standardisation of the Stirling Children's Wellbeing Scale *Dr Ian Liddle and Greg Carter Stirling Council Educational Psychology Service*
 - <http://www.friendsforlifescotland.org/site/SCWBS%20Report.pdf>
- **Copyright statement:**
 - If the scale is reproduced, it must include the copyright statement which appears with it and no changes to its wording, response categories or layout must be made. Any report regarding use of WEMWBS also needs to include the following text:
"The Warwick-Edinburgh Mental Well-being Scale was funded by the Scottish Executive National Programme for improving mental health and well-being, commissioned by NHS Health Scotland, developed by the University of Warwick and the University of Edinburgh, and is jointly owned by NHS Health Scotland, the University of Warwick and the University of Edinburgh."

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Section 4: Technical guidance & data entry

For those wishing to complete their own data entry...

The statement responses (data) can be entered in an Excel, Access, SPSS or any other spreadsheet. Data should be entered for each individual using the project and participant ID number.

Use each participant's unique personal identification and project number which will be used to track whose scores belong to whom.

- In row 1, enter the column headers- You can see below the header names in each column- Project ID, the Personal ID, Gender, Age etc.
- The next row begins the first participant. Enter their Project ID and then their participant ID, and so on across the row.
- You can also see there are two different project IDs. This is to show that you can have data from different groups (such as 2 physical activity classes run in different locations).

Example A. Showing Project and personal ID in Excel

	A	B	C	D	E	F	G	H	I
1	PROJECT	ID	GENDER	AGE	POSTCODE	Optimistic1	Useful1	Relaxed1	Interested1
2	BG01	239.00	2.00	3.00	x	3.00	3.00	3.00	3
3	BG01	240.00	2.00	2.00	x	4.00	4.00	3.00	3
4	BG01	241.00	2.00	3.00	x	2.00	3.00	4.00	3
5	BG01	242.00	2.00	4.00	x	3.00	4.00	4.00	4
6	BG01	243.00	2.00	2.00	x	4.00	3.00	3.00	4
7	BG01	244.00	2.00	4.00	x	4.00	4.00	4.00	4
8	BG01	245.00	2.00	4.00	x	5.00	5.00	3.00	5
9	PA22	350.00	2.00	5.00	x	5.00	5.00	5.00	5
10	PA22	351.00	1.00	4.00	x	5.00	3.00	3.00	1
11	PA22	352.00	2.00	5.00	x	2.00	4.00	3.00	4
12	PA22	353.00	2.00	4.00	x	3.00	4.00	4.00	4
13	PA22	354.00	2.00	4.00	x	4.00	4.00	4.00	4
14	PA22	355.00	2.00	3.00	x	4.00	4.00	3.00	4
15									
16									
17									
18									

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Entering data into a spreadsheet

Once the data have been collected, each WEMWBS statement should be entered into the spreadsheet (the dataset). In the example below, the WEMWBS statements are recorded in the columns-- C, D, E & etc and the individual whose scores those are, are recorded in the rows-- 3, 4, 5 etc. Note that 'optimistic' corresponds to the statement "I've been feeling optimistic about the future" and this is the same for each of the 14 statements.

! **Each participant should only have one row.**

Input each participant's WEMWBS answers into the corresponding column (optimistic, useful, relaxed etc) leading to the column at the end with the total WEMWBS score in it (column Q here).

! **Input responses moving across the row, to the right.**

Example B

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																
2	ID	optimistic	useful	relaxed	interested	energy	dealing	thinking	good	close	confident	Own mind	loved	interest	cheerful	WEMWBS1
3	239	4	3	2	3	3	4	3	2	3	2	2	5	5	3	44
4	240	2	1	2	4	4	4	-99	-99	3	3	2	3	4	5	n/a
5																
6																
7																
8																
9																

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When you have done this, you should have a set of data for each participant which records their Project and Personal ID number, their WEMWBS responses and score, and the other information you have collected- such as their age, gender, ethnicity and project related information. Other information should be assigned code numbers. Keep a copy of what each of the numbers you record correspond to on your questionnaire when you come to analyse the data (e.g. Male=1, Female=2).

A template spreadsheet and coding scheme can be created at the beginning of the project, and used throughout the project. This is so that data are entered the same way every time.

Entering data for more than one time point

If you are collecting before and after data, then you will need to record each WEMWBS for the same person at multiple times. You can label each WEMWBS they complete with the stage of completion (1, 2, 3 etc). Remember to do this as you move across the row.

Example C below is an example of how the data look in the spreadsheet. In this example, you can see the project and personal ID, gender, age, postcode, and WEMWBS data for the first collection- the 'baseline' data, in purple. Each statement has a '1' after it because it was collected first in **WEMWBS 1**.

Example C. Data in Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	PROJECT	ID	GENDER	AGE	POSTCODE	Optimistic1	Useful1	Relaxed1	Interested1	Energy1	Dealing1	Clearly1	Good1	Close1	Co
2	BG01	239.00	2.00	3.00	CV	3.00	3.00	3.00	3.00	2.00	3.00	3.00	3.00	3.00	3.00
3	BG01	240.00	2.00	2.00	CV	4.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	4.00
4	BG01	241.00	2.00	3.00	CV	2.00	3.00	4.00	3.00	3.00	4.00	5.00	4.00	3.00	3.00
5	BG01	242.00	2.00	4.00	CV	3.00	4.00	4.00	4.00	2.00	3.00	3.00	4.00	4.00	4.00
6	BG01	243.00	2.00	2.00	CV	4.00	3.00	3.00	4.00	3.00	4.00	5.00	3.00	4.00	4.00
7	BG01	244.00	2.00	4.00	CV	4.00	4.00	4.00	4.00	4.00	5.00	5.00	5.00	4.00	4.00
8	BG01	245.00	2.00	4.00	CV	5.00	5.00	3.00	5.00	2.00	4.00	4.00	3.00	4.00	4.00
9	PA22	350.00	2.00	5.00	CV	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
10	PA22	351.00	1.00	4.00	CV	5.00	3.00	3.00	1.00	3.00	4.00	3.00	3.00	3.00	1.00
11	PA22	352.00	2.00	5.00	CV	2.00	4.00	3.00	4.00	2.00	4.00	3.00	4.00	4.00	4.00
12	PA22	353.00	2.00	4.00	CV	3.00	4.00	4.00	4.00	3.00	4.00	4.00	3.00	3.00	3.00
13	PA22	354.00	2.00	4.00	CV	4.00	4.00	4.00	4.00	2.00	4.00	5.00	5.00	5.00	5.00
14	PA22	355.00	2.00	3.00	CV	4.00	4.00	3.00	4.00	3.00	5.00	5.00	4.00	3.00	3.00
15															
16															
17															

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Examples D and E show **WEMWBS2** and **WEMWBS3** as the labels for mid-point and follow up time points. They are in darker shades of purple, to illustrate the different time points.

Example D. WEMWBS entered responses from mid-point collection

	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	
1	Optimistic2	Useful2	Relaxed2	Interested2	Energy2	Dealing2	Clearly2	Good2	Close2	Confident2	OwnMind2	Loved2	Newthings2	Cheerful2	WEMWBS2	Optimistic3	
2	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	42.00	4.00
3	3.00	3.00	3.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00	45.00	3.00
4	2.00	3.00	4.00	3.00	2.00	3.00	3.00	2.00	2.00	3.00	1.00	4.00	5.00	2.00	3.00	41.00	4.00
5	3.00	2.00	3.00	4.00	2.00	3.00	2.00	3.00	3.00	2.00	3.00	3.00	3.00	3.00	3.00	39.00	3.00
6	4.00	4.00	3.00	5.00	3.00	4.00	5.00	4.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	58.00	4.00
7	3.00	3.00	3.00	3.00	2.00	3.00	4.00	4.00	3.00	4.00	5.00	4.00	4.00	4.00	4.00	48.00	5.00
8	3.00	4.00	3.00	4.00	3.00	4.00	5.00	5.00	5.00	4.00	5.00	5.00	4.00	5.00	5.00	59.00	3.00
9	5.00	4.00	4.00	5.00	4.00	5.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	66.00	4.00
10	4.00	2.00	-99.00	1.00	3.00	5.00	4.00	3.00	2.00	3.00	5.00	5.00	3.00	3.00			3.00
11	3.00	-99.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	5.00	3.00	5.00			3.00
12	3.00	3.00	4.00	3.00	2.00	4.00	4.00	3.00	3.00	4.00	4.00	3.00	3.00	3.00	46.00	3.00	
13	4.00	4.00	4.00	4.00	3.00	4.00	5.00	5.00	5.00	4.00	4.00	5.00	4.00	4.00	60.00	5.00	
14	4.00	5.00	3.00	5.00	3.00	4.00	4.00	4.00	3.00	3.00	4.00	3.00	4.00	4.00	53.00	5.00	
15																	
16																	

You can see in example D that rows 10 and 11 show where mid-point WEMWBS were incomplete, and therefore the total WEMWBS score (column WEMWBS2) is not calculated. Column WEMWBS3 in Example E shows this as well for rows 4, 5 and 10. The response '-99' shows missing data clearly (see below).

Example E. WEMWBS responses from end-point collection

	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX
1	Cheerful2	WEMWBS2	Optimistic3	Useful3	Relaxed3	Interested3	Energy3	Dealing3	Clearly3	Good3	Close3	Confident3	OwnMind3	Loved3	Newthings3	Cheerful3	WEMWBS3
2	3.00	42.00	4.00	3.00	3.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	44.00
3	4.00	45.00	4.00	3.00	3.00	4.00	3.00	3.00	4.00	4.00	3.00	3.00	4.00	4.00	4.00	4.00	50.00
4	4.00	41.00	3.00	2.00	1.00	3.00	3.00	1.00	-99.00	1.00	5.00	2.00	2.00	1.00	-99.00	2.00	
5	3.00	39.00	3.00	3.00	-99.00	3.00	2.00	3.00	3.00	4.00	4.00	3.00	4.00	4.00	3.00	4.00	
6	4.00	58.00	4.00	4.00	3.00	4.00	3.00	5.00	5.00	3.00	4.00	3.00	5.00	4.00	4.00	4.00	55.00
7	4.00	48.00	5.00	4.00	5.00	4.00	3.00	4.00	4.00	5.00	3.00	4.00	5.00	3.00	4.00	5.00	58.00
8	5.00	59.00	3.00	4.00	3.00	4.00	3.00	4.00	5.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	54.00
9	5.00	66.00	4.00	5.00	5.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	68.00
10	3.00		3.00	2.00	-99.00	-99.00	2.00	2.00	5.00	3.00	2.00	4.00	3.00	5.00	4.00	4.00	
11	5.00		3.00	3.00	4.00	4.00	3.00	3.00	3.00	3.00	5.00	3.00	4.00	5.00	4.00	5.00	52.00
12	3.00	46.00	3.00	4.00	3.00	4.00	3.00	4.00	4.00	3.00	3.00	4.00	4.00	3.00	3.00	4.00	49.00
13	4.00	60.00	5.00	5.00	4.00	4.00	3.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00	5.00	64.00
14	4.00	53.00	5.00	5.00	4.00	4.00	3.00	4.00	5.00	4.00	3.00	4.00	5.00	3.00	4.00	3.00	56.00

Measuring the impact of your work on mental wellbeing

Tips for entering data

Missing data: If a statement score has been left blank or has been improperly filled in, insert '-99' into the space (see figure above).

- ! This will mean that the mental wellbeing score cannot be calculated without statistical manipulation. This participant score might have to be left out if statistical support is not available to you.
- ! Please do not calculate the score without all 14 statements completed, or the score will be wrong and will affect the overall average score.
- ! Statement comparison is particularly important for before and after project data. Therefore, each statement score should be entered. This is so that:
 - if there are missing statement scores they can be checked with the original
 - the statement scores can be automatically summed later
 - you can compare scores statement by statement
 - you can see where change in scores have occurred if the total score changes
 - missing statement scores might be able to be 'filled in' in some cases, see the official user guide for details (see p.11)

Once WEMWBS and supporting data have been entered into the spreadsheet, you can begin to analyse the data, or send the dataset to your analyst for this stage of the evaluation. Remember to maintain the hard copies of your data should you need to double check anything during the analysis phase, which is a common occurrence.

- ! Always double check that you've input the data correctly according to the original WEMWBS form.
- ! Don't forget to save the file!

Measuring the impact of your work on mental wellbeing

Confidentiality

Last but not least, the golden rule of collecting data is to keep it safe and be respectful. Though each project evaluation will be different, each project needs to have a clear procedure for confidentiality and data protection in the project.

Confidentiality of the participant's information is critical.

- There must be a secure place where the participant's file and details are kept, which links them to their project and participant ID number.
- Each time the participant completes a questionnaire, the information should be recorded and maintained in a safe secure place (e.g. a locked filing cabinet).
- A tip for keeping things organised and secure is to have a 'tracking' document which has only the Participant ID and their name. This document is kept separate from the data. When accessing the participant's file, refer to the tracking sheet to find the ID number- which should be labelled on the WEMWBS 'pack'/envelope.
- When a participant's data is entered into the dataset (on Excel, Access or SPSS) only the project number and participant ID number should be used to identify that individual, not their name.

This system of maintaining confidentiality might already be in place. Nevertheless, it is worth taking a moment to ensure the participant's personal details and data are kept safe and secure.

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Further reading

The following information may help you learn more about mental wellbeing or WEMWBS in particular:

Here are two reports of intervention studies that used WEMWBS:

- Odou N, Vella-Brodrick D [The Efficacy of Positive Psychology Interventions to Increase Well-Being and the Role of Mental Imagery Ability](http://www.springerlink.com/content/t762277737387369/fulltext.pdf).2011, *Social Indicators Research*: 1-19.<http://www.springerlink.com/content/t762277737387369/fulltext.pdf>
- Lindsay G., Strand S, Davis HA [A comparison of the effectiveness of three parenting programmes in improving parenting skills, parent mental-well being and children's behaviour when implemented on a large scale in community settings in 18 English local authorities: the parenting early intervention pathfinder \(PEIP\)](http://www.biomedcentral.com/1471-2458/11/962)*BMC Public Health* 2011, 11:962<http://www.biomedcentral.com/1471-2458/11/962>

For those who wish to measure mental wellbeing in children aged 8-13, we recommend The Stirling Children's Wellbeing Scale:

- <http://www.friendsforlifescotland.org/site/SCWBS%20Report.pdf>