

Making Excel Work for Your Tribal Community

Formulas for Counting Kids



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In child welfare practice, one of the most common things we might need to do for reporting or program monitoring is counting the number of cases we have and counting different kinds of cases based on certain criteria (such as types of maltreatment, location, disposition, etc.). With counting functions, Excel can take care of this for you.

COUNTIF – This tells Excel you want it to **COUNT** something **IF** it meets the criteria you set. You'll need to tell Excel where to look (the name of the worksheet tab and the range of columns and rows) and what you want it to look for (the criteria).

=COUNTIF('SheetName'!Range,"Criteria")

Let's say we want a count of all neglect referrals in January. We have our type of report recorded in column F, and we know we're not likely to have more than 500 entries, so this gives us a good range.

Sheet Name: January

Range: Column F ("Type of Report"), rows 1 through 500

Value for neglect reports: "Neglect"

=COUNTIF('January'!F1:F500,"Neglect")

Eventually, we might want to know how many neglect referrals came in during the entire first quarter (January-March). We'll tell Excel to count the number of neglect referrals from January, from February, and from March, and then add them together.

=COUNTIF('January'!F1:F500,"Neglect")+COUNTIF('February'!F1:F500,"Neglect")+COUNTIF('March'!F1:F500,"Neglect")

Since the sheets for every month have the same structure, all you need to do is copy and paste the first formula, then change the name of the month. Note that you don't need to copy the equal sign!

COUNTIFS – You can also tell Excel to look for cases that meet **more than one criteria**. Let's say you want to know how many **male** children **under the age of 6** were referred in **October**. You'll need a "nested" formula to tell Excel to look for two pieces of information: gender and age.

Sheet Name: October

Range for gender: Column G ("Gender"), rows 1 through 500

Value for male child: "Male"

Range for age: Column H ("Age"), rows 1 through 500

Value for child under 6: "<6"