

Plan Overview

A Data Management Plan created using DMP Tool

Title: Assessment of Integration and Coordination of Services for Women experiencing SUDS and IPV: Building Capacities and Collaboration in Philadelphia

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Funder: National Institute of Justice (DOJ) (nij.gov)

Funding opportunity number: 40454

Grant: 1122-0020

Template: National Institute of Justice (DOJ)

Project abstract:

This will be a mixed method study. We anticipate surveying 40 programs in Philadelphia – up to 30 substance abuse and 10 IPV programs. The organizational level assessment essentially will be a descriptive survey of program mission, goals, staffing, offerings, and approaches with specific attention to the incorporation of IPV or substance abuse content. To more fully understand and evaluate how treatment is delivered, data from staff will be gathered through in-depth focus group and/or individual interviews. These interviews will help verify the organizational assessment data, and provide insight into how services actually are provided. We will be particularly interested in learning how staff understand the relationships between substance abuse and IPV and how they integrate this into a dual treatment approach to assist clients to recover from both. This should help us discover what additional support staff might need to effectively serve this population.

Last modified: 07-08-2024

Copyright information:

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Assessment of Integration and Coordination of Services for Women experiencing SUDS and IPV: Building Capacities and Collaboration in Philadelphia

Data formats and software standards

Provide information regarding data formats (quantitative/qualitative/spatial) and software with which data will be collected, entered into a database, stored, analyzed and transferred. Standard commercial software or software typically acceptable to National Archive of Criminal Justice Data (NACJD) should be identified for use in the proposed data collection.

We will collect both quantitative and qualitative data through completion of an organizational assessment tool (see Appendix), written questionnaires with open and closed questions that will be administered by individual personal and telephone interviews, and document review. We will also run focus groups in which we will administer a brief written questionnaire collecting quantitative variables on data such as number of clients seen with both substance abuse issues and a history of or current exposure to IPV. We will audiotape and create a written transcript of focus group responses and discussion. All data collected will be confidential. We are adopting the following statement of consent from the Inter-university Consortium for Political and Social Research (2012):

"We will make our best effort to protect your statements and answers, so that no one will be able to connect them with you. These records will remain confidential. Federal or state laws may require us to show information to university or government officials, who are responsible for monitoring the safety of this study. Any personal information that could identify you will be removed or changed before files are shared with other researchers or results are made public."

We will use Microsoft Excel and Word software along with the Statistical Package for the Social Sciences (SPSS) to enter and process data. We will create password protected files for all software generated files. Any hard copies of data will be stored in a locked file cabinet in the PI's Temple University office.

Data collection

Describe the procedures by which you plan to collect data along with anticipated units of analysis (e.g., individuals, locations), levels of analysis and other identifiers for each data file submitted upon completion of the funded research; or a description of planned use of existing data, if applicable.

We will recruit a purposive sample of substance abuse treatment programs serving women in the Philadelphia city limits. A sampling frame of organizations will be produced through internet lists of substance abuse treatment programs in Philadelphia. We will cluster organizations by type of services (inpatient, outpatient, intensive outpatient). We will collect data through personal interviews with individuals who are in administrative leadership positions and in direct service positions. We will also review documentation of organizational archives such as mission, core values, intake and assessment tools and treatment plan templates.

Privacy and informed consent

If the proposed research includes collection of information identifiable to private persons, include: a description of all assurances of confidentiality made to those persons; a copy of the consent form that was used; a copy of the Privacy Certificate (as submitted to and approved by the funding agency); documentation of IRB approval and the IRB-approved research protocol; any information transfer agreement that was used to transfer the data with identifiers.

Please see Appendices for the following:

Consent form

Privacy Certificate submitted.

IRB

Intellectual property rights and copyright

A description of any intellectual property rights or copyrights associated with the data, data collection instruments or materials.

We are not using any copyrighted instruments or materials for this study.

Data processing

Describe any anticipated variable creation, data transformations or scale construction that may be critical to the interpretation or analysis of the data by others.

We are constructing an Organizational Assessment Protocol and a Direct Practice Assessment Protocol for both substance abuse treatment agencies and for domestic violence agencies. Please see Appendices for each protocol.

Computer programming code or software syntax

Include a plan for submission of computer programming code or software syntax providing detail on how the data will be processed, including any significant treatments of the data, such as de-identification, imputation, filtering or weighting.

All data will be de-identified.

Technical documentation

A description of the technical documentation (e.g., data dictionary or codebook) that explains how variables will be designated and labeled in the data file(s), such as the use of variable naming conventions and variable groups, missing data/value designations, variable and category/value labels, operational definitions, and citations as needed for these variables.

A codebook for quantitative data that provides the designation of variables, variable labels, value labels, and missing data designations will accompany the SPSS data file for quantitative data.

Qualitative data will be presented and designated using Word files.

Data Archiving

In your application for NIJ research grants, you must include a brief (one- or two-page) data archiving plan. The purposes of the plan are (1) to demonstrate your recognition that data sets resulting from your research must be submitted as grant products for archiving and have budgeted accordingly, and (2) to describe how the data will be prepared and documented to allow reproduction of the project's findings as well as future research that can extend the scientific value of the original project

Our data archiving plan will facilitate our submission of grant products for archiving by.....

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