

**Latino Community Development Agency
Proyecto Cambio Data Management Training
July 18, 2003**

By

Research & Evaluation Center
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<http://www.ou.edu/socialwork/data/>
<http://www.ou.edu/socialwork/lcda/>

Training Objective:

To enable the *Proyecto Cambio* staff to correctly complete and electronically submit data collection forms

AGENDA

9:00 – 9:15	Training Overview
9:15 – 9:45	Steps Leading to Data Collection
9:45 – 10:30	Data Management Training
10:30 – 10:45	Break
10:45 – 12:00	Data Management Training
12:00 – 1:30	Lunch Break
1:30 – 3:00	Data Management Training
3:00 – 3:30	Wrap Up

Training Overview

⇒ **Welcome and Introductions**

⇒ **Today's Topics:**

1. Steps Leading to Data Collection

Ahmad Saleem & Betty Duran

2. Data Management Training

Tim Brittingham & Lynda Williams

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Steps Leading to Data Collection

⇒ *Designate a data entry person:* Although everyone will be trained to enter data, the agency must select a staff member who will be the designated data entry person in order to maintain consistency and minimize errors. This person will be the Research & Evaluation Center's primary contact person regarding questions on data submitted to OU. This person will also be responsible for data cleaning and quality assurance.

⇒ *The informed consent form:*

1. Every participant that you are going to ask to complete the data forms must sign the Informed Consent Form.
2. Keep the signed copy of the Informed Consent Form at LCDA in the client file in a locked and safe location. Do not lose it. The Research & Evaluation Center cannot process the data without the signed Informed Consent Form.
3. Only *Proyecto Cambio* staff should have access to the client files.
4. Keep a paper copy of the completed data forms at LCDA. File the copies of the completed forms with the copy of the participants' Informed Consent Form. This is confidential information and care has to be taken to ensure that it remains as such.

⇒ *Interviewing:*

1. Interview the participant in a private room to ensure confidentiality
2. It is important that the interviewee understands what is being asked
3. Allow the interviewee to take his/her time to respond

⇒ *Note:* The Bio-psychosocial Scale that you are going to submit is different from what you are going to use to collect data on. The version that you are going to submit to the Research & Evaluation Center omits certain personal information.

⇒ *Note:* The following data forms will be administered twice. These forms will be administered within the first 30 days of client intake and again after 6 months.

1. Risk Assessment
2. Safety Assessment
3. State of Change
4. Self-Efficacy
5. Conflict Tactics Scale
6. Hispanic Stress Inventory

⇒ *Note:* The following data forms should preferably be completed during client's first visit.

1. Demographics
2. Safety Assessment
3. Risk Assessment
4. Bio-psychosocial Assessment