

TSIP Data Collection Instructions

1. Develop and submit data collection timeline.
2. Participant identification numbers are used to identify each case without violating a participant's privacy.
 - a. Each participant must have only one participant ID number that is used consistently across data collections.
 - b. BAI will assign each group a unique group ID number. Each group can assign a unique site number to each site in their group. For a given participant, the same group and site ID number must be used across each data collection.
 - c. Use only random numbers; do not use any numbers that might easily identify an individual like student id number, social security number or phone number. Do not use letters in ID numbers.
 - d. A master list of ID numbers must be developed, scrupulously maintained, and safeguarded. The list contains the ID number for each participant and their contact information. This allows for the use of a single, unique ID number to link a participant's data across multiple data collections. Make two copies of this list and keep one copy in a locked and secured cabinet that is not accessible to non-program staff. The program director keeps the other copy.
 - e. Please maintained detailed documentation regarding any data transformations to create new variables that you add to your database and use in your analyses so that we can effectively assist you if you need such assistance.
3. Administration Instructions
4. Safeguarding Data
 - a. The envelopes containing completed surveys should remain closed in the presence of participants. The surveys should not withdrawn from the envelope for counting or checking of any kind as this may make participants uncomfortable.
 - b. Until survey data is entered, the surveys should be maintained in the envelope and locked in a secure storage space that is not accessible to non-staff.
 - c. Do not store data with consent forms, or data with master list. Maintain each of these in separate and secure storage.
 - d. Destroy master list immediately after data entry and management is complete.
 - e. Consent forms must be maintained in secure storage for several years, but paper surveys can be destroyed three years after data entry and management.
5. Overview of Data Analysis
 - a. Descriptive statistics
 - i. frequencies and distributions to examine skewness and kurtosis, indicators of normality, which would determine which kind of inferential statistical analyses could be used. Also, to examine for outliers or extreme cases that might indicate problems with the data.
 - ii. correlation matrices to verify association with drug use and direction of relationship
 - iii. t-tests and anovas to determine pre- and post-intervention differences on drug use
 - iv. multiple regression and SEM to test risk and protective factors theory and to compare various interventions