Quick Reference Guide to Crisis Counseling Assistance and Training Program (CCP) Data Analysis

SPSS Descriptive Statistics

This guide is intended to help you generate certain statistics from your CCP project data and to report project activities. The following step-by-step procedure will show you how to download SPSS data from the CCP Online Data Collection and Evaluation System site and generate descriptive statistics for the following variables.

1. Individual/family encounters

- o Total numbers of individuals participating in individual/family encounters
- Total numbers in each age group for individual/family encounters
- Overall focus of individual/family encounter

2. Group encounters

- o Total numbers of individuals participating in group encounters
- Numbers of public education sessions versus group counseling sessions
- Overall focus of group encounter

3. Weekly tally

- Number of contacts made
 - Brief in-person
 - Telephone
 - Hotline
 - o E-mail
 - Community networking/coalition building
- Numbers of materials distributed
 - Materials handed to people
 - Materials mailed to people's homes and left in public places
 - Mass media and social networking

1. Individual/Family Crisis Counseling Services Encounter Log

Step 1: Download the Individual/Family Crisis Counseling Services Encounter Log dataset from the CCP Online Data Collection and Evaluation System site.

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| Administration | Individual Encounter Log | Download CSV | Download SPSS | |
| Individual/Family Crisis Counseling Services | Group Encounter Log | Download CSV | Download SPSS | |
| Encounter Log | Weekly Tally | Download CSV | Download SPSS | |
| Group Encounter Log | Adult Assessment & Referral Tool | Download CSV | Download SPSS | |
| | Child/Youth Assessment & Referral Tool | Download CSV | Download SPSS | |
| Weekly Tally Sheet | Participant Feedback Survey | Download CSV | Download SPSS | |
| Adult Assessment & Referral Tool | Service Provider Feedback Survey | Download CSV | Download SPSS | |
| Child/Youth Assessment & Referral Tool | | | | |
| , http://www.ccpdata.org/reports/IN | IDIVIDUAL_LOG_SPSS.sps | | | Internet Protected Mo |

Step 2: Modify the folder name where the data are stored (modify the file location). Then click on **Run** and drag down to all. (**This SPSS syntax file reads the data download. Be sure to modify the folder name [the third line below] where the data are stored.**)

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Step 3: View your data in the data editor and variable view and do any necessary cleanup. Run frequency analysis of each variable (Analyze => Descriptive Statistics => Frequencies), see the distribution of the frequency of occurrence for the variables, and check for any inconsistencies.

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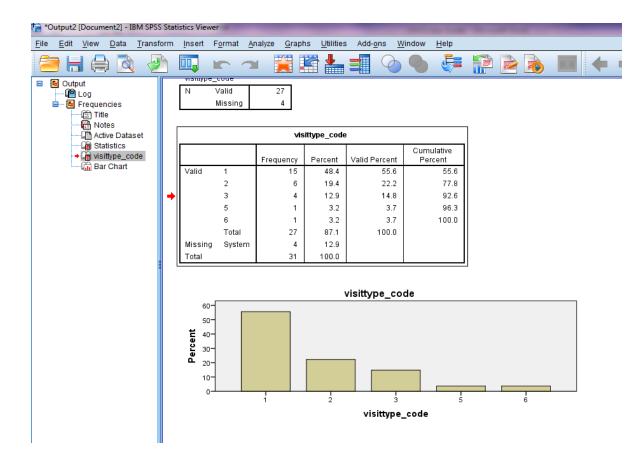
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Step 4: Generate descriptive statistics for the following:

• Total numbers of individuals participating in individual/family encounters *Analyze => Descriptive Statistics => Frequencies*

Next select and move the variable(s) you want to analyze to the box titled "Variables." Click on charts and select the type of chart you want to display, and then click **OK**. (Make sure the display frequency tables box is checked).

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• Total numbers in each age group for individual/family encounters

Analyze => Descriptive Statistics => Frequencies

Next select and move the age variables "(male _preschool, male _child, male _adolescent, male_adult18, male_adult40, male_adult65, female_ preschool, female_ child, female_ adolescent, female_adult18, female_adult40, female_adult65)" to the box titled **"Variable(s)."** Click **OK** when finished.

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• Overall focus of individual/family encounter

Analyze => Descriptive Statistics => Frequencies

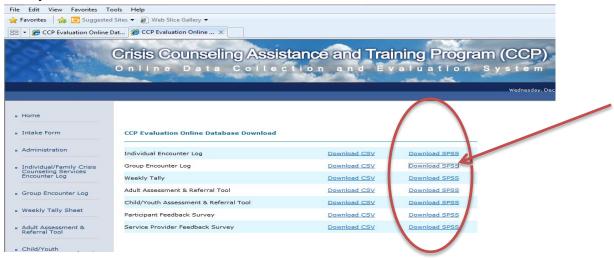
Next select and move the focus of encounter variables "(informationabout_1, informationabout_2, informationabout_3, tipsfor_1, tipsfor_2, tipsfor_3, tipsfor_4, healthyconnection_1, healthyconnection_2, focus other)" to the box titled **"Variable(s)."** Click **OK** when finished.

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Step 5: View, edit, and copy the results, tables, and charts of the analysis you performed in the Output Navigator window. An Output Navigator window opens automatically when you run a procedure that generates output.

2. Group Encounter:

Step 1: Download the Group Encounter Log dataset from the CCP Online Data Collection and Evaluation System site.



Step 2: Modify the folder name where the data are stored (modify the file location). Then click on **Run** and drag down to all. (**This SPSS syntax file reads the data download. Be sure to modify the folder name [the third line below] where the data are stored.**)

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Step 3: View your data in the data editor and variable view and do any necessary cleanup. Run frequency analyses of each variable (Analyze => Descriptive Statistics => Frequencies), see the distribution of the frequency of occurrence for the variables, and check for any inconsistencies.

Step 4: Generate descriptive statistics for the following:

• Total numbers of individuals participating in group encounters Analyze => Descriptive Statistics => Frequencies

Next select and move the variable "Number of Participants Total" to the box titled **"Variable(s)."**

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| 4 | Not Hispanic or Latino [ethnicity_2] |
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Click on charts and select the type of chart you want to display, and then click "**OK**." (Make sure the display frequency tables box is checked).

• Number of public education sessions versus group counseling sessions

Analyze => Descriptive Statistics => Crosstabs

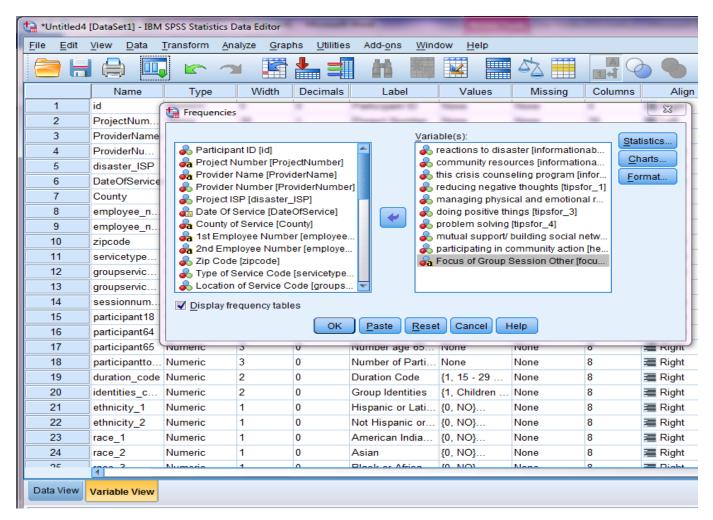
Next select and move the variable "Type of Service Code" to the box titled "**Row(s)**" on the right. Then select and move the variable "Number of Participants Total" to the box titled "**Column**" on the right. Click "**OK**" when finished.

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• Overall focus of group encounter

Analyze => Descriptive Statistics => Frequencies

Next select and move the variables "(informationabout_1, informationabout_2, informationabout_3, tipsfor_1, tipsfor_2, tipsfor_3, tipsfor_4, healthyconnection_1, healthyconnection_2, focus _other)" to the box titled **"Variable(s)."** Click **OK** when finished.



Step 5: View, edit, and copy the results, tables, and charts of the analysis you performed in the Output Navigator window. An Output Navigator window opens automatically when you run a procedure that generates output.

3. Weekly Tally Sheet: How to Generate Material Distribution and Brief In-Person Contact Statistics

Step 1: Download the Weekly Tally Sheet dataset from the CCP Online Data Collection and Evaluation System website.

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| Administration | Individual Encounter Log | Download CSV | Download SPSS |
| Individual/Family Crisis Counseling Services | Group Encounter Log | Download CSV | Download SPSS |
| Encounter Log | Weekly Tally | Download CSV | Download SPSS |
| Group Encounter Log | Adult Assessment & Referral Tool | Download CSV | Download SPSS |
| | Child/Youth Assessment & Referral Tool | Download CSV | Download SPSS |
| Weekly Tally Sheet | Participant Feedback Survey | Download CSV | Download SPSS |
| Adult Assessment & Referral Tool | Service Provider Feedback Survey | Download CSV | Download SPSS |
| Child/Youth Assessment & Referral | | | |

Step 2: Modify the folder name where the data are stored (modify the file location). Then click on **Run** and drag down to all. (**This SPSS syntax file reads the data download. Be sure to modify the folder name [the third line below] where the data are stored**).

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WEEKLY_TALLY_SPSS[1].sps - IBM SPSS Statistics Syntax Editor

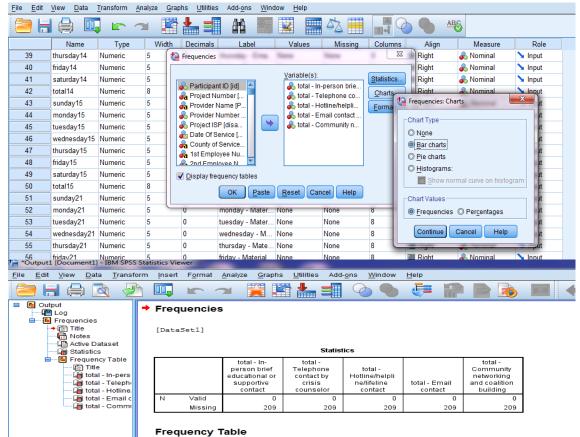
Step 3: View your data in the data editor and variable view and perform any necessary cleanup. Run frequency analyses of each variable (Analyze => Descriptive Statistics => Frequencies), see the distribution of the frequency of occurrence for the variables, and check for any inconsistencies. **Step 4:** Generate descriptive statistics for the following:

• Number of contacts made (brief in-person, telephone, hotline, e-mail, community networking/coalition building)

Analyze => Descriptive Statistics => Frequencies

Next select and move the variables "(total - In-person brief educational or supportive contact, total - Telephone contact by crisis counselor, total - Hotline/helpline/lifeline contact, total - Email contact, total - Community networking and coalition building)" to the box titled "Variable(s)"

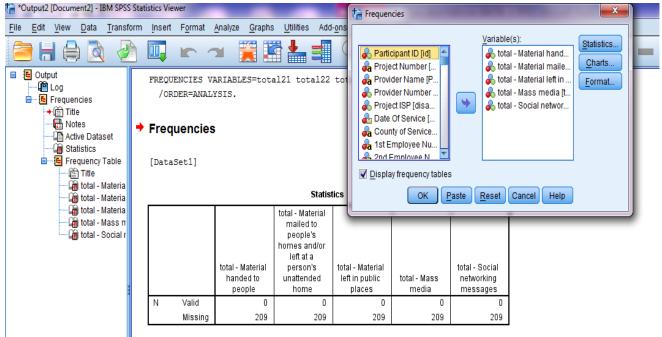
Click on charts and select the type of chart you want to display, and then click "**OK**." (Make sure the display frequency tables box is checked).



• Numbers of materials distributed (materials handed to people, materials mailed to people's homes and left in public places, mass media, and social networking)

Analyze => Descriptive Statistics => Frequencies

Next select and move the variable(s) you want to analyze to the box titled "Variable(s)" (Total - Material handed to people, total - Material mailed to people's homes and/or left at a person's unattended home, total - Material left in public places, total - Mass media, total - Social networking messages). Click on charts and select the type of chart you want to display, and then click "OK." (Make sure the display frequency tables box is checked).



Step 5: View, edit, and copy the results, tables, and charts of the analysis you performed in the Output Navigator window (an Output Navigator window opens automatically when you run a procedure that generates output).

Tip for Writing SPSS Syntax for Your Analysis

The use of syntax is helpful in documenting your analysis for later use, to make reviews and to reconstruct the analysis you performed. The simplest way to do this is to click on the **Paste** button after you have set up your analysis. This will paste the code that SPSS uses to run your analysis into a syntax window. To run the code that you have pasted, highlight it and click on the RUN menu at the top and drag down to selection. Your results will be displayed in the output window.

| 🔄 *Untitled2 [DataSet1] - IBM SPSS Statistics Data Editor | | | | | |
|---|--------------|---------------------------|-------------------|-----------------|---|
| <u>F</u> ile | <u>E</u> dit | <u>V</u> iew <u>D</u> ata | <u>T</u> ransform | <u>A</u> nalyze | e <u>G</u> raphs <u>U</u> tilities Add- <u>o</u> ns <u>W</u> indow <u>H</u> elp |
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| | | Name | Туре | | Vidth Decimals Label Values Missing Columns Align |
| | 1 | id | Numeric | 8 | 🙀 Frequencies 📃 🗮 Right |
| | 2 | ProjectNum | String | 30 | Variable/a): |
| | 3 | ProviderName | String | 100 | Variable(s): |
| | 4 | ProviderNu | Numeric | 8 | Right |
| | 5 | disaster_ISP | Numeric | 1 | Date Of Service [Format 🗧 Right |
| | 6 | DateOfService | Date | 10 | A County of Service |
| | 7 | County | String | 30 | A 1st Employee Nu |
| | 8 | employee_n | String | 20 | 💫 Zip Code [zipcode] |
| | 9 | employee_n | String | 20 | 💑 Visit Number Co |
| | 10 | zipcode | Numeric | 5 | Duration Code [d Paste |
| | 11 | visittype_code | Numeric | 1 | ✓ Display frequency tables |
| | 12 | visitnumber | Numeric | 1 | OK Paste Reset Cancel Help |
| | 13 | duration_code | Numeric | 1 | I Right |
| | 14 | male_presc | Numeric | 3 | 0 Number of Male None None 8 🗮 Right |
| | 15 | male child | Numeric | 3 | 0 Number of Male None None 8 Right |

🔚 *Syntax3 - IBM SPSS Statistics Syntax Editor Transform File Edit View Data Analyze Graphs Utilities Add-ons Run Jools Window Help 1 Syntax for Individual/Family Crisis counsling encounters FREQUENCIES 2 FREQUENCIES FREQUENCIES VARIABLES=visittype_code 3 FREQUENCIES RUN 4 /ORDER=ANALYSIS. 5 6 7 FREQUENCIES VARIABLES=male_preschool male_child male_adolescent male_adult18 male_adult40 8 male_adult65 female_preschool female_child female_adolescent female_adult18 female_adult40 9 female_adult65 10 /ORDER=ANALYSIS. 11 12 FREQUENCIES VARIABLES=informationabout_1 informationabout_2 informationabout_3 tipsfor_1 tipsfor_2 13 tipsfor_3 tipsfor_4 healthyconnection_1 healthyconnection_2 focusother 14 /ORDER=ANALYSIS. 15

By repeating the same procedure you can save the syntax for all analyses presented in this document.