

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

- 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

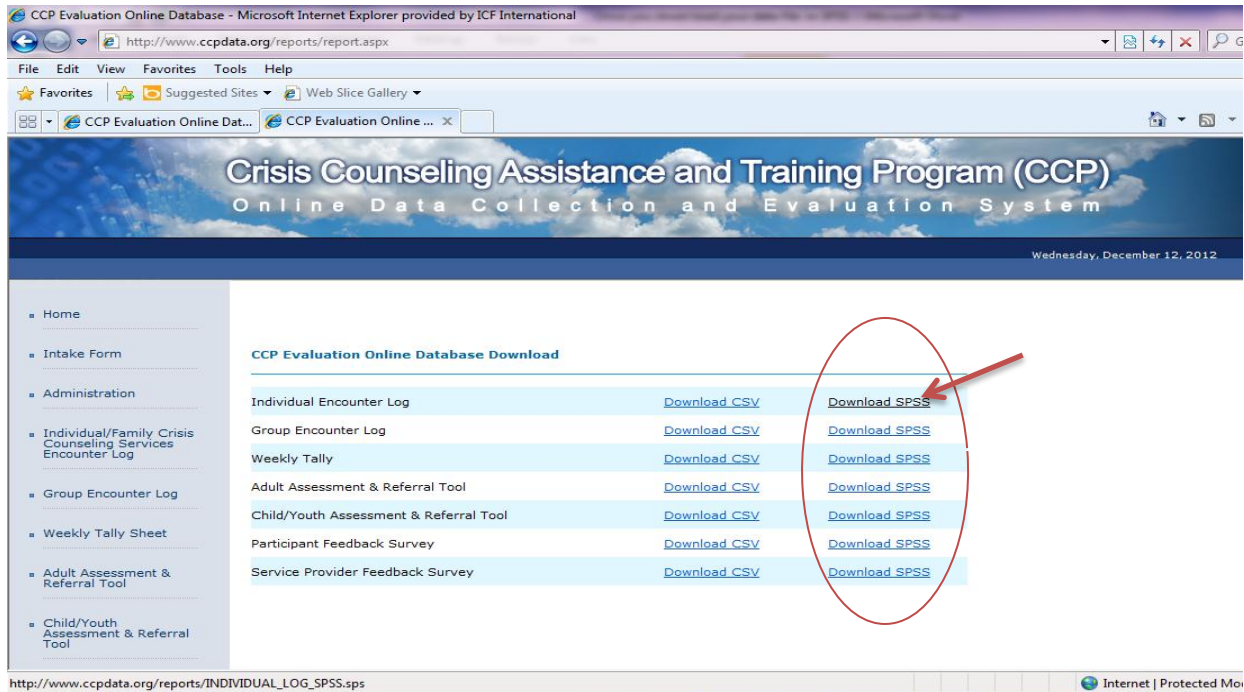
- Total numbers of individuals participating in group encounters
- Numbers of public education sessions versus group counseling sessions
- Overall focus of group encounter

3. Weekly tally

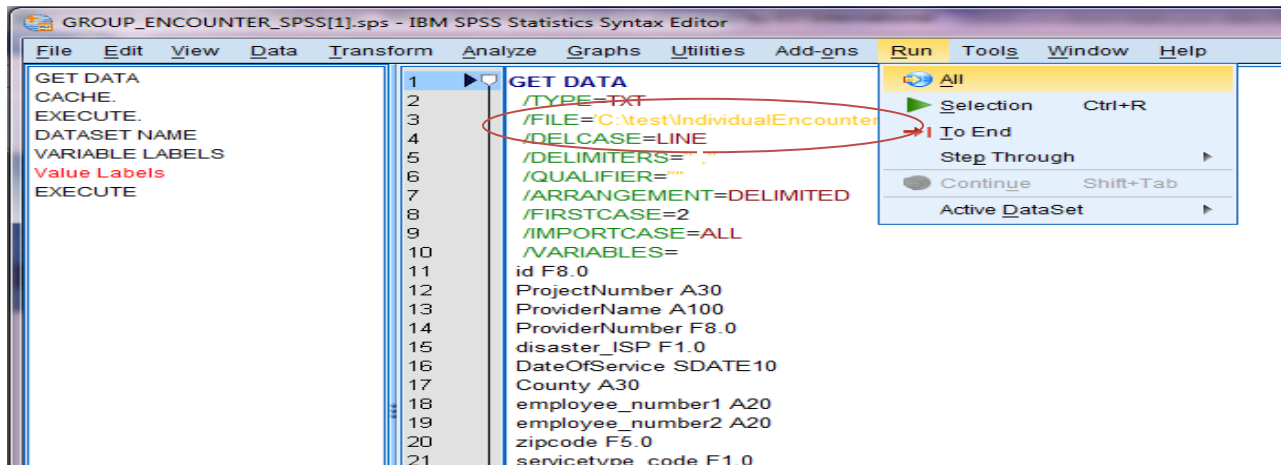
- Number of contacts made
 - Brief in-person
 - Telephone
 - Hotline
 - E-mail
 - Community networking/coalition building
- Numbers of materials distributed
 - Materials handed to people
 - Materials mailed to people's homes and left in public places
 - Mass media and social networking

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.



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.)



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.

The screenshot shows the IBM SPSS Statistics Data Editor interface. The 'Analyze' menu is open, and the path 'Analyze > Descriptive Statistics > Frequencies' is selected. The data table below shows the following columns: id, ProjectNum, ProviderNumber, disaster_ISP, EmployeeNumber, and DateOfS. The data rows are numbered 1 through 22.

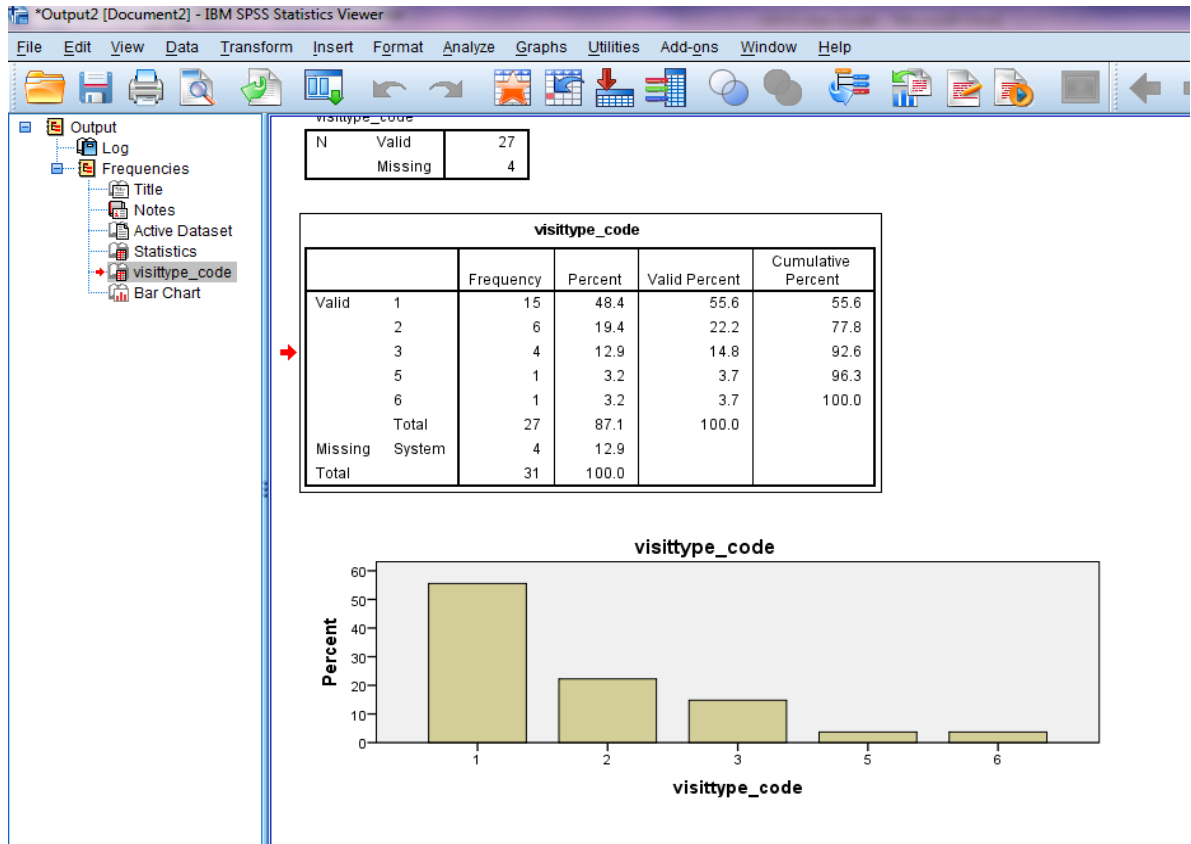
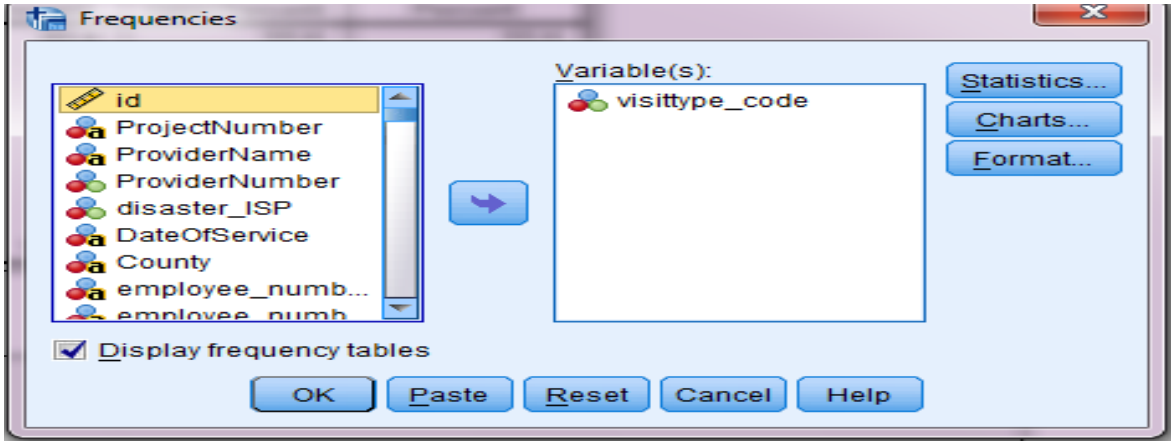
	id	ProjectNum	ProviderNumber	disaster_ISP	EmployeeNumber	DateOfS
1	3500	AS-1859	0	3	8611	2/4/2010
2	3501	AS-1859	0	3	8611	2/4/2010
3	3502	AS-1859	0	3	8611	2/4/2010
4	3503	AS-1859	0	3	126	2/4/2010
5	3504	AS-1859	0	3	126	2/4/2010
6	3505	AS-1859	0	3	126	2/4/2010
7	3506	AS-1859	0	3	6590	2/4/2010
8	3507	AS-1859	0	3	6590	2/4/2010
9	3508	AS-1859	0	3	1084	2/4/2010
10	3509	AS-1859	0	3	3894	2/4/2010
11	3510	AS-1859	0	3	1084	2/4/2010
12	3511	AS-1859	0	3	3894	2/4/2010
13	3512	AS-1859	0	3	5017	2/4/2010
14	3513	AS-1859	0	3	5017	2/4/2010
15	3514	AS-1859	0	3	5017	2/4/2010
16	3515	AS-1859	0	3	5017	2/4/2010
17	3516	AS-1859	0	3	6590	2/4/2010
18	3517	AS-1859	0	3	6590	2/4/2010
19	3518	AS-1859	0	3	6173	2/3/2010
20	3519	AS-1859	0	3	126	2/3/2010
21	3520	AS-1859	0	3	126	2/3/2010
22	3521	AS-1859	0	3	126	2/3/2010

Step 4: Generate descriptive statistics for the following:

- **Total numbers of individuals participating in individual/family encounters**

Analyze => Descriptive Statistics => Frequencies

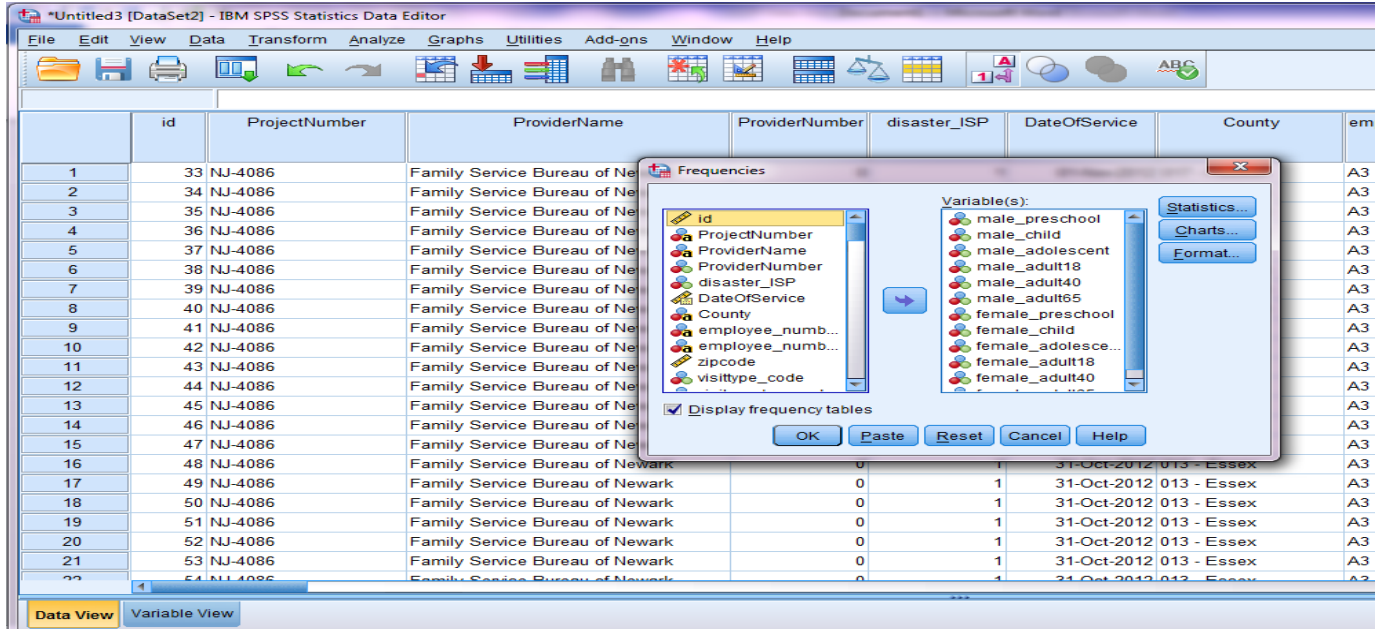
Next select and move the variable(s) you want to analyze to the box titled “Variables.” Click on charts and select the type of chart you want to display, and then click **OK**. (Make sure the display frequency tables box is checked).



- **Total numbers in each age group for individual/family encounters**

Analyze => Descriptive Statistics => Frequencies

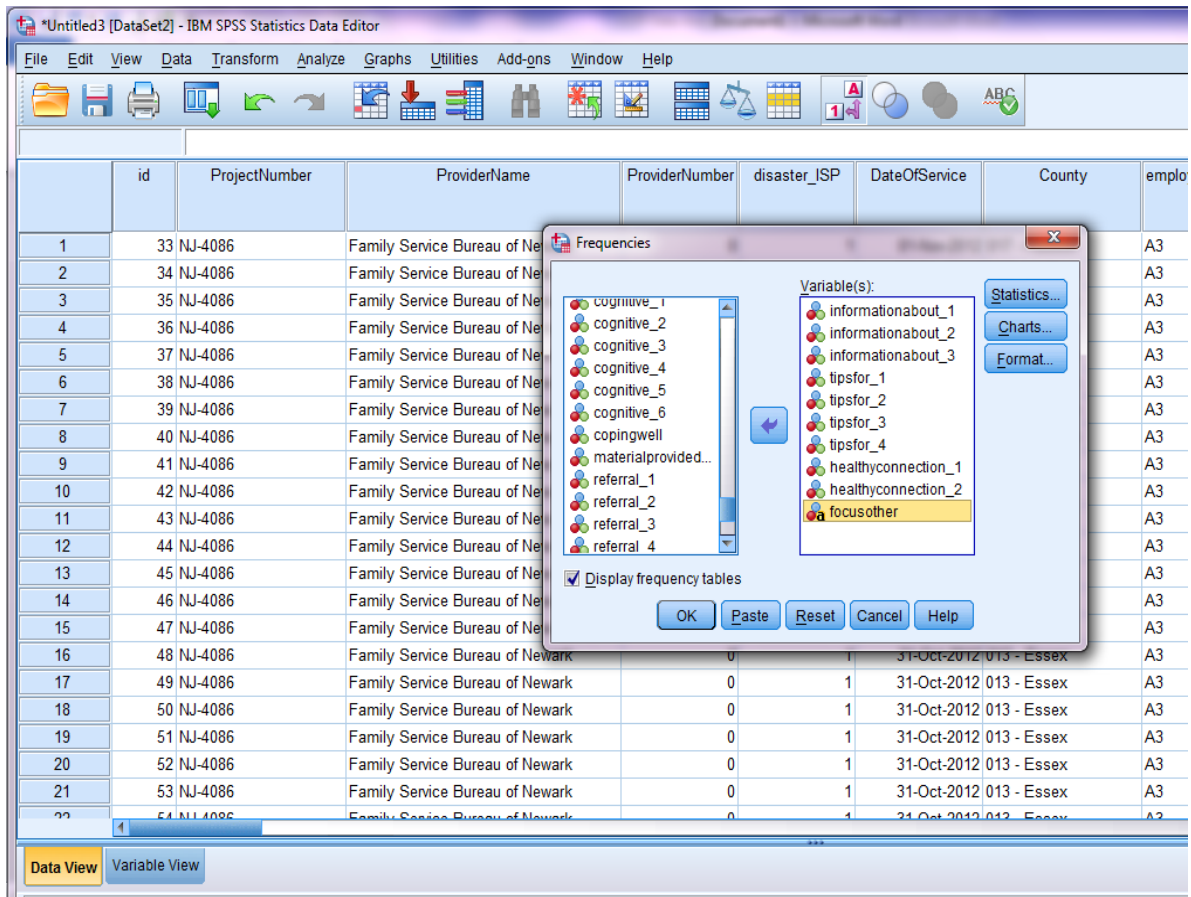
Next select and move the age variables “(male _preschool, male _child, male _adolescent, male_adult18, male_adult40, male_adult65, female_ preschool, female_ child, female_ adolescent, female_adult18, female_adult40, female_adult65)” to the box titled “**Variable(s).**” Click **OK** when finished.



- Overall focus of individual/family encounter

Analyze => Descriptive Statistics => Frequencies

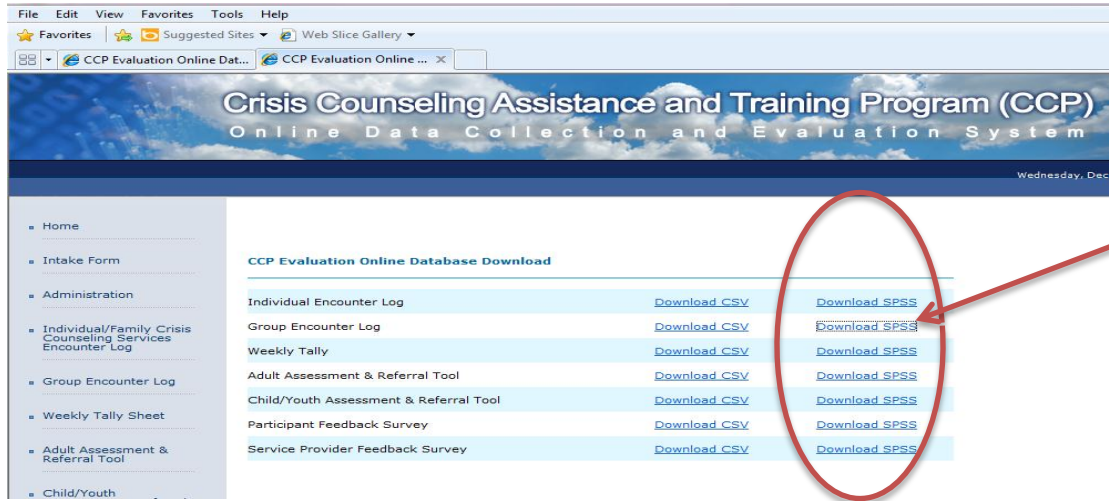
Next select and move the focus of encounter variables “(informationabout_1, informationabout_2, informationabout_3, tipsfor_1, tipsfor_2, tipsfor_3, tipsfor_4, healthyconnection_1, healthyconnection_2, focus other)” to the box titled “Variable(s).” Click **OK** when finished.



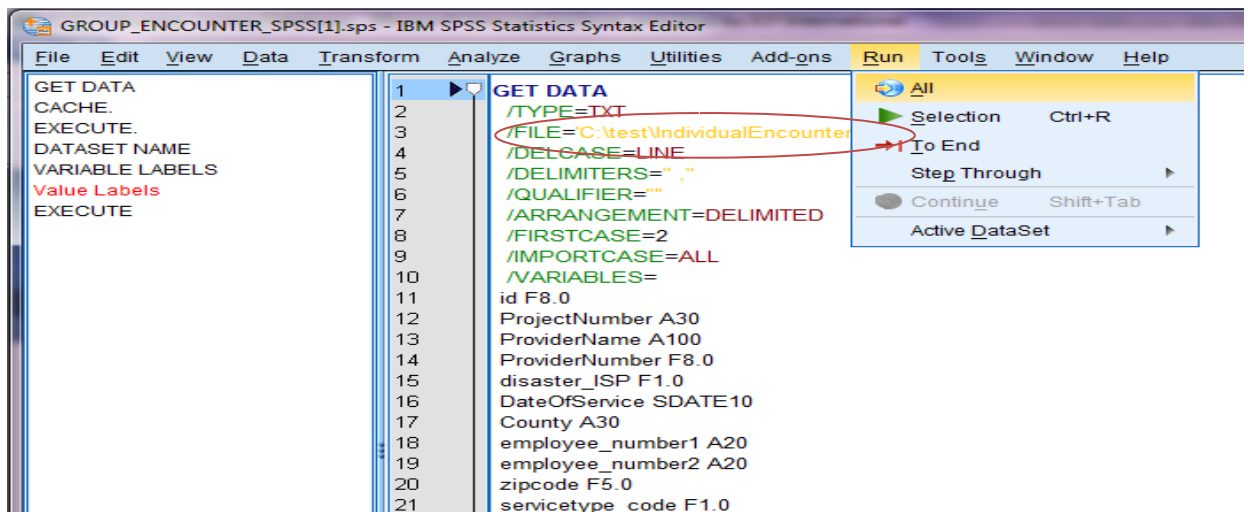
Step 5: View, edit, and copy the results, tables, and charts of the analysis you performed in the Output Navigator window. An Output Navigator window opens automatically when you run a procedure that generates output.

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.)



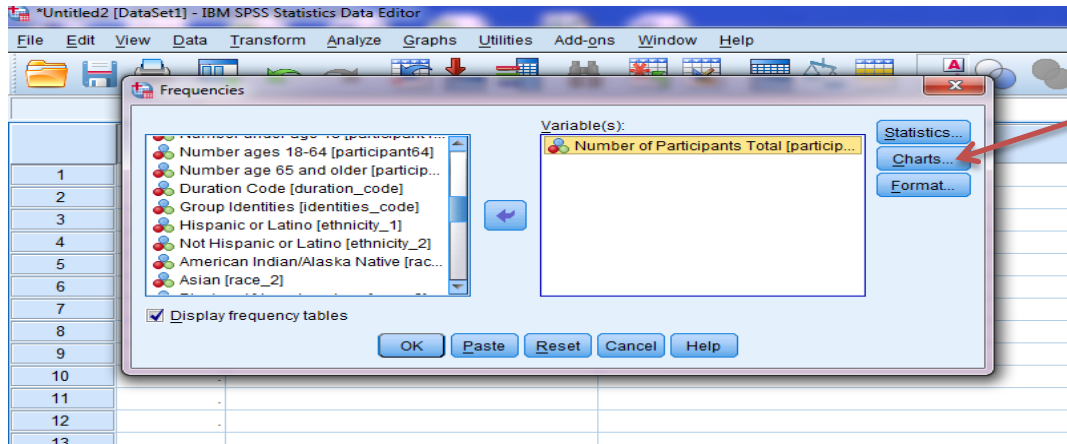
Step 3: View your data in the data editor and variable view and do any necessary cleanup. Run frequency analyses of each variable (Analyze => Descriptive Statistics => Frequencies), see the distribution of the frequency of occurrence for the variables, and check for any inconsistencies.

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).”

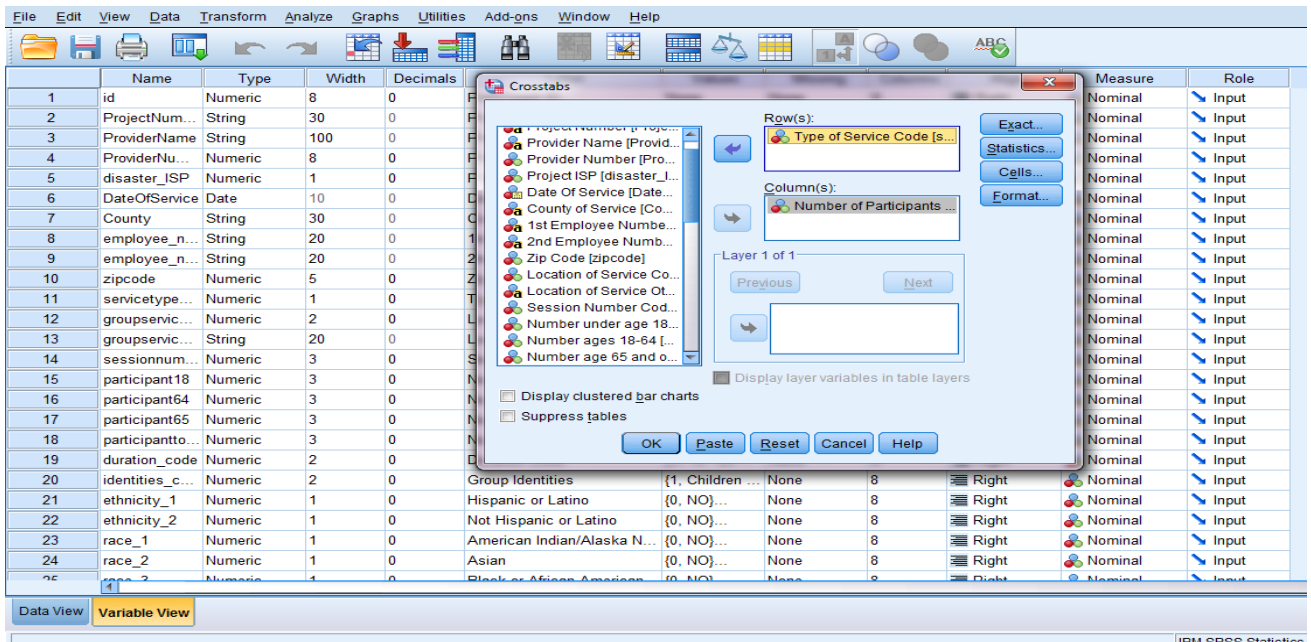


Click on charts and select the type of chart you want to display, and then click “OK.” (Make sure the display frequency tables box is checked).

- **Number of public education sessions versus group counseling sessions**

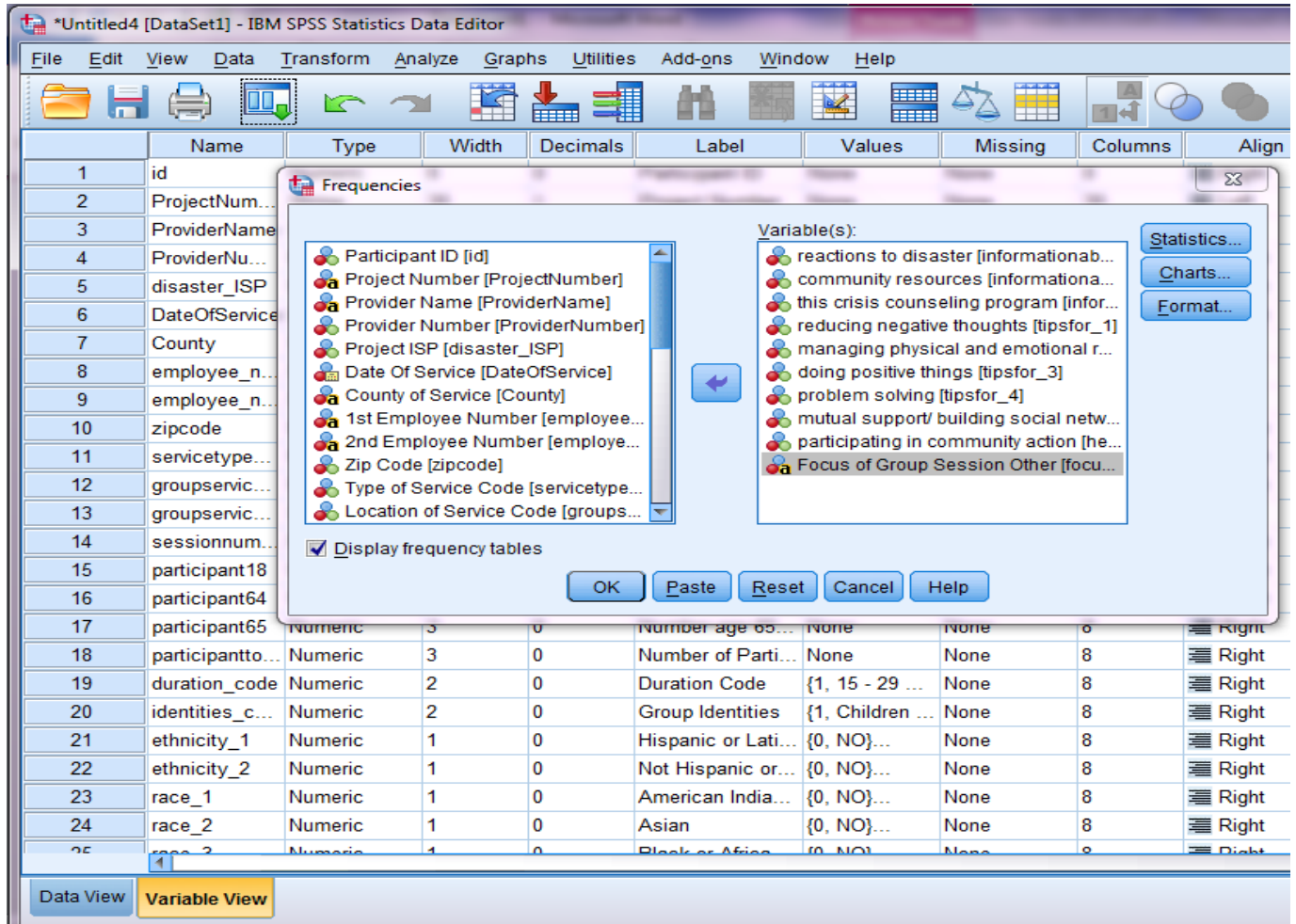
Analyze => Descriptive Statistics => Crosstabs

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.



- 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.



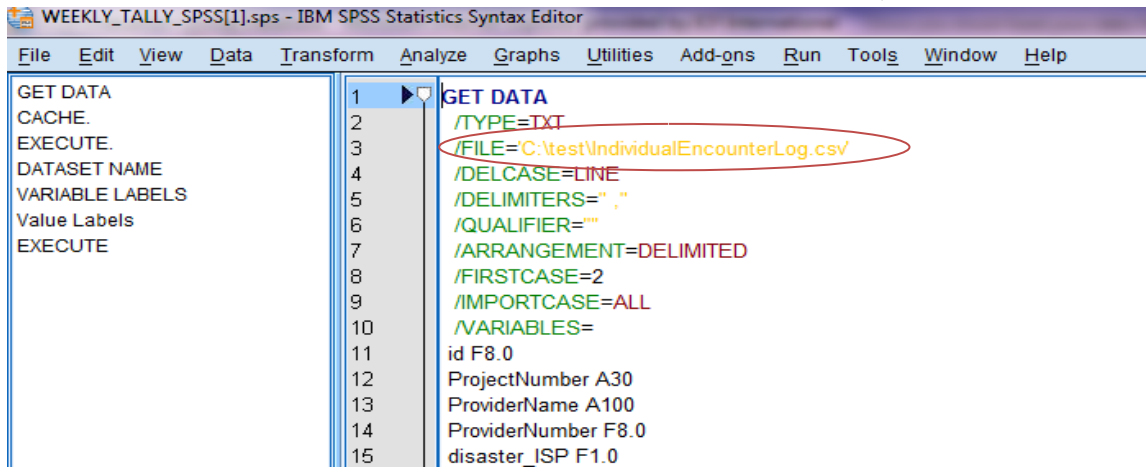
Step 5: View, edit, and copy the results, tables, and charts of the analysis you performed in the Output Navigator window. An Output Navigator window opens automatically when you run a procedure that generates output.

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.



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).



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).

The screenshot shows the SPSS interface. The 'Frequencies' dialog box is open, with the following variables selected in the 'Variable(s)' list:

- 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

The 'Display frequency tables' checkbox is checked. The 'Charts' button is also visible.

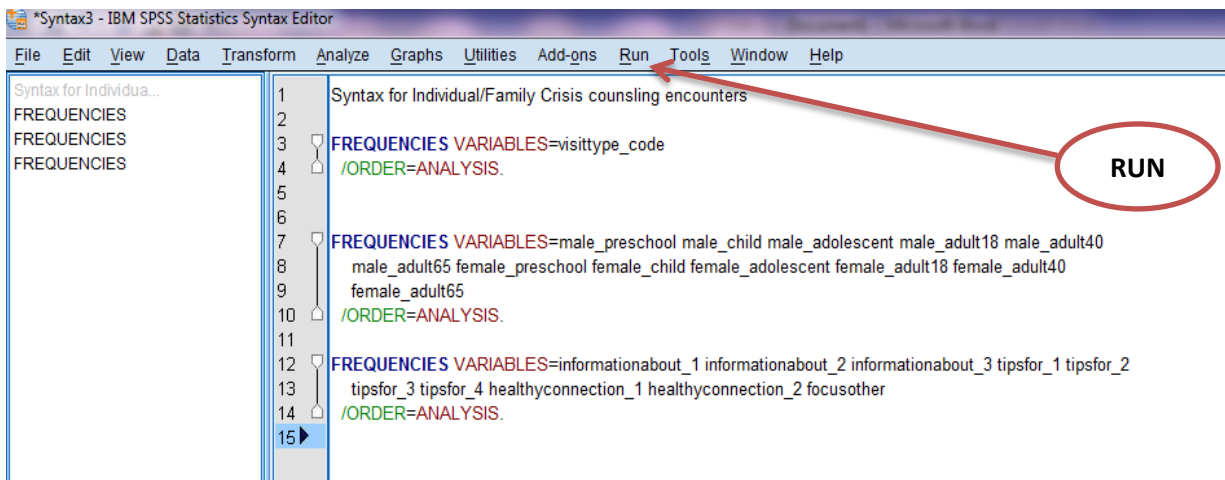
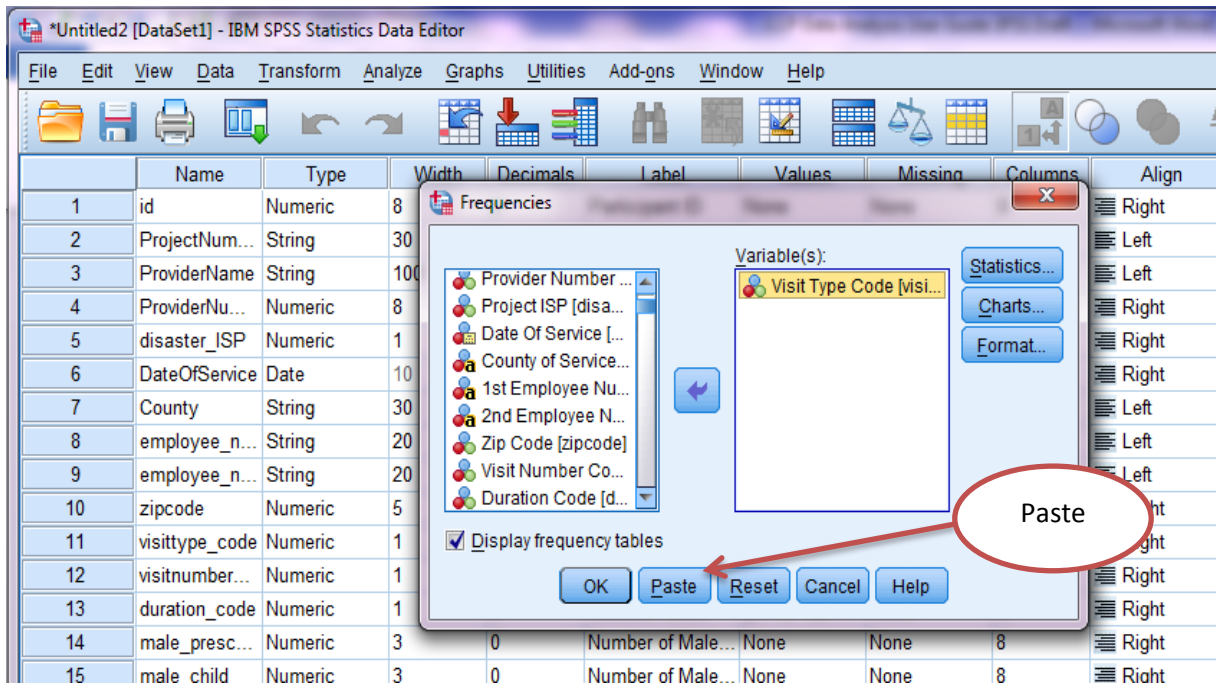
The output window shows the following table of statistics:

		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
N	Valid	0	0	0	0	0
	Missing	209	209	209	209	209

The output window also shows a 'Frequency Table' section, which is currently empty.

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.



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