# 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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	Child/Youth Assessment & Referral Tool	Download CSV	Download SPSS	
<ul> <li>Weekly Tally Sheet</li> </ul>	Participant Feedback Survey	Download CSV	Download SPSS	
<ul> <li>Adult Assessment &amp; Referral Tool</li> </ul>	Service Provider Feedback Survey	Download CSV	Download SPSS	
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**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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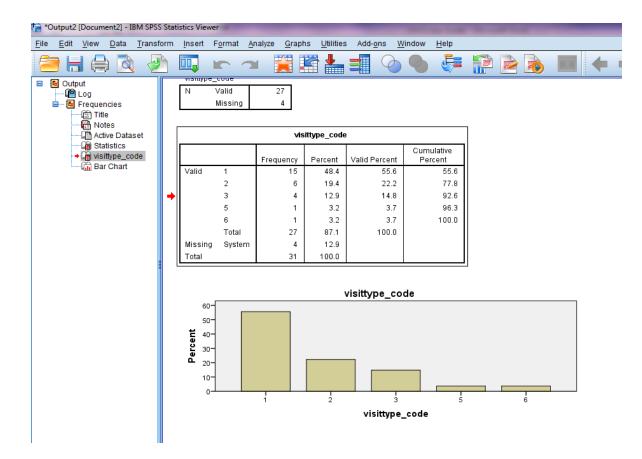
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**Step 4:** Generate descriptive statistics for the following:

# • 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

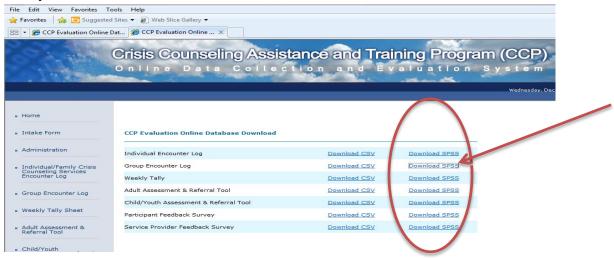
Next select and move the focus of encounter variables "(informationabout\_1, informationabout\_2, informationabout\_3, tipsfor\_1, tipsfor\_2, tipsfor\_3, tipsfor\_4, healthyconnection\_1, healthyconnection\_2, focus other)" to the box titled **"Variable(s)."** Click **OK** when finished.

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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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7	☑ Display frequency tables
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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

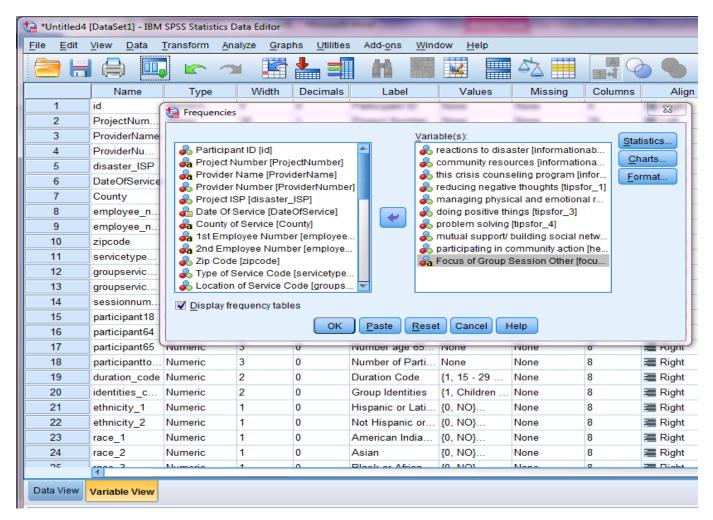
Next select and move the variable "Type of Service Code" to the box titled "**Row(s)**" on the right. Then select and move the variable "Number of Participants Total" to the box titled "**Column**" on the right. Click "**OK**" when finished.

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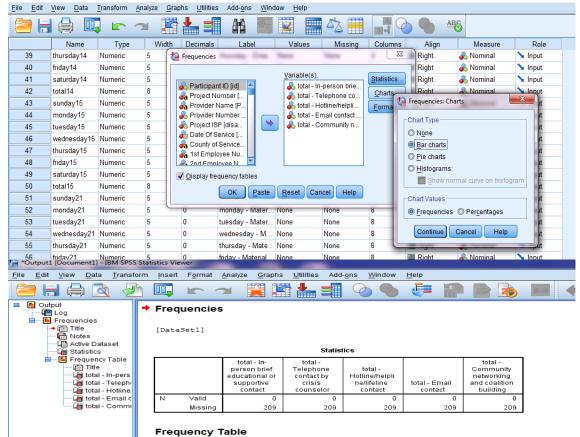
**Step 3:** View your data in the data editor and variable view and perform any necessary cleanup. Run frequency analyses of each variable (Analyze => Descriptive Statistics => Frequencies), see the distribution of the frequency of occurrence for the variables, and check for any inconsistencies. **Step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

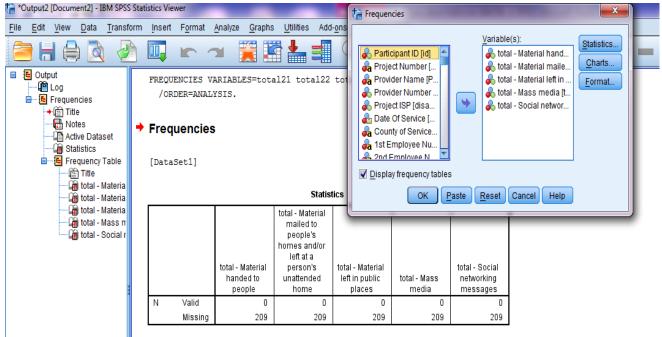
Click on charts and select the type of chart you want to display, and then click "**OK**." (Make sure the display frequency tables box is checked).



# • 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
😑 🗄 🖨 📖 🖛 🛥 📓 📥 🗐 🖬 📓 📓 📥 🔜 🖓 🌑 4					
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	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.