

# **Guide to Accessing Cross-site Evaluation Data from the Suicide Prevention Data Center (SPDC)**

**Macro Cross-Site Evaluation Team  
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## Accessing Cross-site Evaluation Data from the SPDC

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## Accessing Cross-site Evaluation Data from the SPDC

The Suicide Prevention Data Center (SPDC) is a rich source of data on your suicide prevention program. The data collected through the Cross-Site Evaluation helps to answer many important questions about your program, such as what types of products and services are being provided through your suicide prevention program, how many people have received suicide prevention training and what is the level of education, awareness and knowledge about suicide prevention on your campus.

This short guide describes how you can access cross-site evaluation data from the SPDC that would help answer questions you and your stakeholders have about the accomplishments and effectiveness of your suicide prevention program.

There are two ways to access your cross-site evaluation data on the SPDC. You can either access raw data for each of the instruments through the Data Download feature or you can access several reports through the Data Reporting feature.

The first part of the guide will take you through how to access the raw data and open the dataset in Excel or SPSS. The second part of the guide will briefly describe the various reports available on the SPDC – the Products and Services Inventory (PSI) Summary Table, Grantee Summary Report and the Annual Campus Activity Report.

### 1 Accessing Raw Data

Users with the “Grantee Site Admin” privilege have access to the raw data through the Data Download feature. Once you log in to the SPDC, click on Data Download on the left side of the page. On the Data Download page, you’ll see a list of the different instruments. Select the instrument you would like to access, and then click on “Download”.

Instruments

Admin

Evaluation Resources

Files downloaded will contain the most recent version of all data that has been submitted to the Garrett Lee Smith Suicide Prevention Evaluation Central Data Repository. To generate a data file for download, select an instrument from the list below. After you have selected an instrument, click on the icon that represents the type of file you would like generated.

- Campus Training Activity Report
- Encuesta sobre la Exposición, Conciencia y Conocimiento de la Prevención del Suicidio (SPEAKS) - FS (Versión para el cuerpo docente y el personal)
- Encuesta sobre la Exposición, Conciencia y Conocimiento de la Prevención del Suicidio (SPEAKS) - S (Versión para el estudiante)
- Existing Database Inventory - Campus Version
- Product and Service Inventory - Campus (Baseline)
- Product and Service Inventory - Campus (Follow-Up 1)
- Product and Service Inventory - Campus (Follow-Up 2)
- Product and Service Inventory - Campus (Follow-Up 3)
- Product and Service Inventory - Campus (Follow-Up 4)
- Product and Service Inventory - Campus (Follow-Up 5)
- Suicide Prevention Exposure, Awareness and Knowledge Survey - Faculty and Staff Version
- Suicide Prevention Exposure, Awareness and Knowledge Survey - Student Version

[Download](#)

On the Download Request page, you will see a link to the dataset and a link to the codebook for the instrument.

Home	<h3 style="margin: 0;">Download Request</h3> <p>You have requested a data download for the following survey(s):</p> <p>Campus Training Activity Report for University of Wisconsin-Oshkosh</p> <p>Click on the survey name to view the data for that survey.</p> <p>Download a spreadsheet containing the Variable Name and Labels for the Campus Activity Training report.</p>
Response Monitoring	
Data Download	
Data Reporting	
Instruments	
Admin	
Evaluation Resources	

Click on the link to the dataset and you will see the dataset with variable names on top.

Grantee U_ID	SubDate	tar_name	tar_date	tar_trn	tarcount	targen1	targen2	targen3	targen4	targeno	tarr
Macro	International	Demonstration	Campus Grantee	1288	06-12-2007	Training Today (6/12/2007)				06-12-2007	
Macro	International	Demonstration	Campus Grantee	1294	06-13-2007	hhhh	01-01-2000	1		1000000	
Macro	International	Demonstration	Campus Grantee	1297	06-13-2007	jjjj	01-01-2001	2		2120	
Macro	International	Demonstration	Campus Grantee	1300	06-13-2007	mamma mia		01-11-2007		1	7777
Macro	International	Demonstration	Campus Grantee	1303	06-14-2007	jjjj	01-04-2007	2		100000	
Macro	International	Demonstration	Campus Grantee	1306	06-14-2007	dqqdw	01-01-2005	2		99999	
Macro	International	Demonstration	Campus Grantee	1309	06-14-2007	jjj	01-01-2007	2		99998	
Macro	International	Demonstration	Campus Grantee	1312	06-14-2007	cha cha cha		01-01-2007		1	50
Macro	International	Demonstration	Campus Grantee	1315	06-14-2007	4a6	06-14-2007	1		5	2
Macro	International	Demonstration	Campus Grantee	1330	06-22-2007	my test	06-22-2007	0			
Macro	International	Demonstration	Campus Grantee	1333	06-22-2007	CB's RETEST 2	06-22-2007			2	800
Macro	International	Demonstration	Campus Grantee	1357	06-23-2008	werwewerwr	06-23-2008			1	44

You can view this data in Excel, SPSS, SAS and in most third-party data analysis software. Below are steps to open the data in Excel and SPSS.

### 1.1 Opening data in Excel

To open the data in excel:

- 1) Save text file by clicking on "File," "Save as," and select file location to store the data. The file should be saved as type text file.
- 2) Open the Excel program and click on "File" and open the text file.

- 3) Once you click on the text file, you should see a Text Import Wizard box pop up. Make sure that the option “Delimited – Characters such as commas or tabs separate each field” is selected. Click on the “Next” tab.

**Text Import Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

**Original data type**

Choose the file type that best describes your data:

**Delimited** - Characters such as commas or tabs separate each field.

**Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row:  File origin:

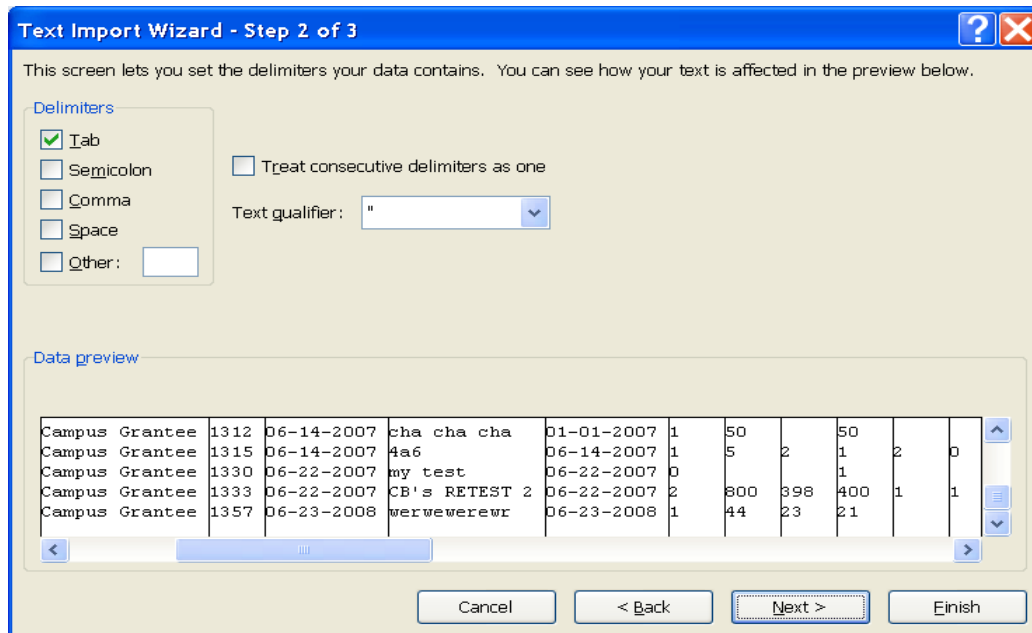
Preview of file C:\Documents and Settings\Anupa....\Macro International\_Campus\_Training\_Activity\_Report.txt.

1	Grantee	U_ID	SubDate	tar_name	tar_date	tar_trn	tarcount	targen1	targen2	targen3	ta
2	Macro International Demonstration Campus	Grantee	1288	06-12-2007	Training Today	6					
3	Macro International Demonstration Campus	Grantee	1294	06-13-2007	hhhh	01-01-2000	1				
4	Macro International Demonstration Campus	Grantee	1297	06-13-2007	jjjj	01-01-2001	2				
5	Macro International Demonstration Campus	Grantee	1300	06-13-2007	mamma mia	01-11-2					
6	Macro International Demonstration Campus	Grantee	1303	06-14-2007	iiii	01-04-2007	2				

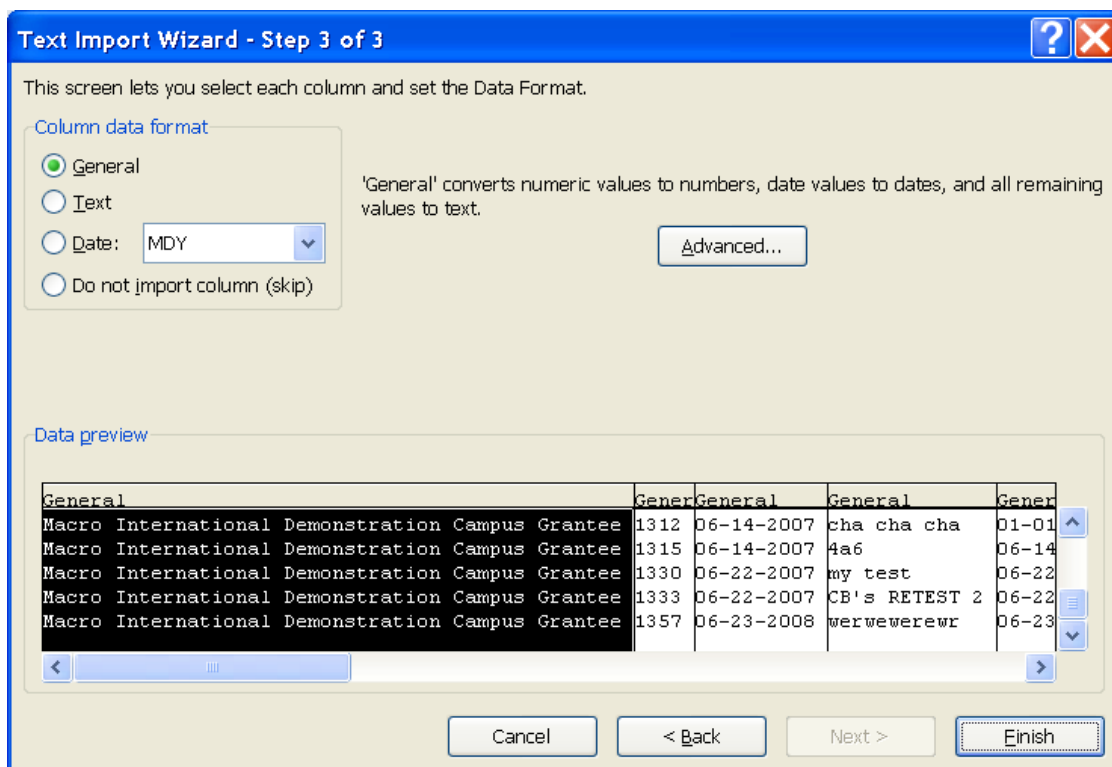
Buttons: Cancel, < Back, Next >, Finish

- 4) In the “Text Import Wizard – Step 2 of 3”, make sure that “Tab” is the only delimiter selected.

Note: If you select “Comma” as a delimiter, and you have a training name under the variable tar\_name that has commas such as “ASIST training for teachers, student leaders and staff”, then the training name will be split across two cells.



- 5) In the “Text Import Wizard – Step 2 of 3”, make sure that “General” is the only Column data format selected. Then click on the “Finish” tab.



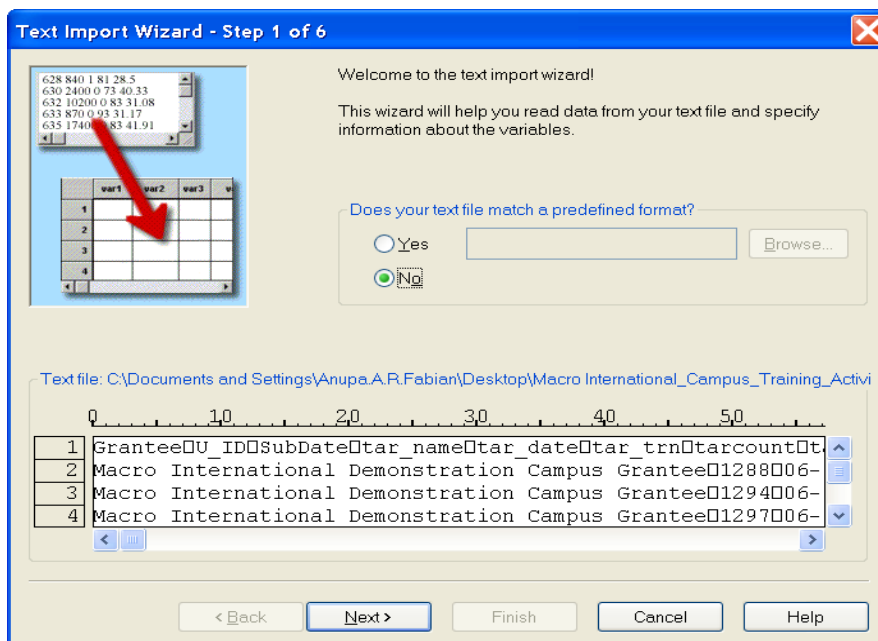
- 6) Your data should appear in the excel sheet, with the values correctly aligned under each of the variables. You can access the codebook on the Download Request page for variable names, values and labels.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Grantee	U_ID	SubDate	tar_name	tar_date	tar_trn	tarcount	targe1	targe2	targe3	targe4	targe5	tarrace1	tarrace2	tarrace3	tarrace4
2	Macro Inte	1288	#####	Training Tc	#####	2	12	10	2					12		
3	Macro Inte	1294	#####	hhhh	1/1/2000	1	1000000		1000000				1000000			
4	Macro Inte	1297	#####	jjjj	1/1/2001	2	2120		2120				2120			
5	Macro Inte	1300	#####	mamma m	#####	1	777777		123456				123456			
6	Macro Inte	1303	#####	jjjj	1/4/2007	2	100000		100000				100000			
7	Macro Inte	1306	#####	dqqdw	1/1/2005	2	99999		99999							
8	Macro Inte	1309	#####	jjj	1/1/2007	2	99998		99998				99998			
9	Macro Inte	1312	#####	cha cha ch	1/1/2007	1	50		50							
10	Macro Inte	1315	#####	4a6	#####	1	5	2	1	2	0	test data	1			1
11	Macro Inte	1330	#####	my test	#####	0			1							
12	Macro Inte	1333	#####	CB's RETE	#####	2	800	398	400	1	1	testing				
13	Macro Inte	1357	#####	werwewer	#####	1	44	23	21							23
14																
15																

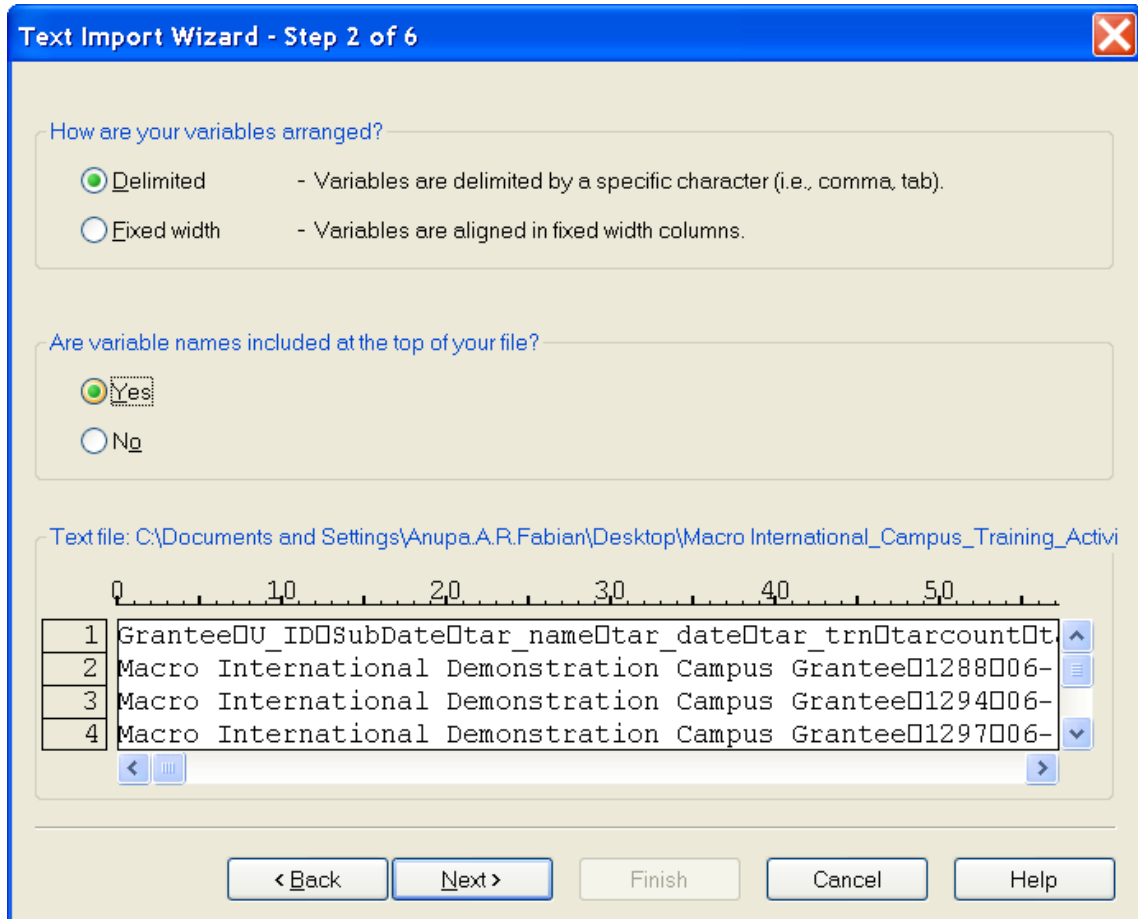
## 1.2 Opening data in SPSS

To open the data in SPSS:

- 1) Save text file by clicking on "File," "Save as," and select file location to store the data. The file should be saved as type text file.
- 2) Open the Excel program and click on "File" and open the text file. Make sure that you have "Text (\*.txt)" selected under "Files of type".
- 3) A Text Import Wizard should pop up. Click on the "Next" tab.



- 4) In “Text Import Wizard – Step 2 of 6”, make sure that the “Delimited” option is checked for “How are your variables arranged?” and you have checked “Yes” for “Are variable names included at the top of your file?”



Text Import Wizard - Step 2 of 6

How are your variables arranged?

Delimited - Variables are delimited by a specific character (i.e., comma, tab).

Fixed width - Variables are aligned in fixed width columns.

Are variable names included at the top of your file?

Yes

No

Text file: C:\Documents and Settings\Anupa.A.R.Fabian\Desktop\Macro International\_Campus\_Training\_Activi

	0	10	20	30	40	50		
1	Grantee	U_ID	SubDate	tar_name	tar_date	tar_trn	tarcount	t
2	Macro International Demonstration Campus	Grantee	1288	006-				
3	Macro International Demonstration Campus	Grantee	1294	006-				
4	Macro International Demonstration Campus	Grantee	1297	006-				

< Back   Next >   Finish   Cancel   Help

- 5) In “Text Import Wizard – Step 3 of 6”, make sure you have checked “Each line represents a case” under “How are your cases represented?” and “All of the cases” is selected under “How many cases do you want to import?”.

**Text Import Wizard - Delimited Step 3 of 6**

The first case of data begins on which line number?

How are your cases represented?

Each line represents a case

A specific number of variables represents a case:

How many cases do you want to import?

All of the cases

The first  cases.

A random percentage of the cases (approximate):  %

Data preview

0 10 20 30 40 50

1	Macro International Demonstration Campus Grantee01288006-
2	Macro International Demonstration Campus Grantee01294006-
3	Macro International Demonstration Campus Grantee01297006-
4	Macro International Demonstration Campus Grantee01300006-

< Back   **Next >**   Finish   Cancel   Help

- 6) In “Text Import Wizard – Step 4 of 6”, make sure that only “Tab” is selected under “Which delimiters appear between variables?” and “None” is selected under “What is the text qualifier?”.

Note: If you select “Space” as a delimiter, and you have a training name under the variable tar\_name that has spaces such as “ASIST training for teachers, student leaders and staff”, then the training name will be split across several cells.

Text Import Wizard - Delimited Step 4 of 6

Which delimiters appear between variables?

- Tab
- Space
- Comma
- Semicolon
- Other:

What is the text qualifier?

- None
- Single quote
- Double quote
- Other:

Data preview

Grantee	U_ID	SubDate	tar_name	tar_date	tar_trn	tarcour
Macro Internati	1288	06-12-2007	Training Today	06-12-2007	2	12
Macro Internati	1294	06-13-2007	hhhh	01-01-2000	1	1000000
Macro Internati	1297	06-13-2007	jjjj	01-01-2001	2	2120
Macro Internati	1300	06-13-2007	mamma mia	01-11-2007	1	777777
Macro Internati	1303	06-14-2007	iiii	01-04-2007	2	100000

< Back   Next >   Finish   Cancel   Help

- 7) In “Text Import Wizard – Step 4 of 6”, you can specify data formats for different variables, if you like.

Text Import Wizard - Step 5 of 6

Specifications for variable(s) selected in the data preview

Variable name: Grantee Original Name: Grantee

Data format: String Characters: 48

Data preview

Grantee	U ID	SubDate	tar_name	tar_date	tar_trn	tarcour
Macro Internati	1288	06-12-2007	Training Today	06-12-2007	2	12
Macro Internati	1294	06-13-2007	hhhh	01-01-2000	1	1000000
Macro Internati	1297	06-13-2007	jjjj	01-01-2001	2	2120
Macro Internati	1300	06-13-2007	mamma mia	01-11-2007	1	777777
Macro Internati	1303	06-14-2007	iiii	01-04-2007	2	100000

< Back Next > Finish Cancel Help

8) In “Text Import Wizard – Step 6 of 6”, you can:

- Choose to save the format of the file for future use. If you save the format of file, the next time you import the text file for a similar dataset use “Text Import Wizard”, in Step 1, you can select this file under “Does your text file match a predefined format?”.
- Paste the syntax. Select “Yes” under “Would you like to paste the syntax?”. A syntax window will open. Select all and run. Pasting and saving the syntax will save you from the need to use the Text Import Wizard every single time you open a Campus Training Activity Report dataset in SPSS.
- If you decide not to paste the syntax, click on “Finish”.

**Text Import Wizard - Step 6 of 6**

You have successfully defined the format of your text file.

Would you like to save this file format for future use?

Yes  No

Would you like to paste the syntax?

Yes  No  Cache data locally

Press the Finish button to complete the text import wizard.

**Data preview**

Grantee	U_ID	SubDate	tar_name	tar_date	tar_trn	tarcour
Macro Internati	1288	06-12-2007	Training Today	06-12-2007	2	12
Macro Internati	1294	06-13-2007	hhhh	01-01-2000	1	1000000
Macro Internati	1297	06-13-2007	jjjj	01-01-2001	2	2120
Macro Internati	1300	06-13-2007	mamma mia	01-11-2007	1	777777
Macro Internati	1303	06-14-2007	iiii	01-04-2007	2	100000

< Back   Next >   **Finish**   Cancel   Help

- 9) Your data should appear in the excel sheet, with the values correctly aligned under each of the variables. You can access the codebook on the Download Request page for variable names, values and labels.

The Macro Cross-Site Evaluation uses SPSS syntax for importing, formatting, labeling, cleaning and analyzing cross-site evaluation data. If you have any questions on using SPSS for your cross-site evaluation data, feel free to contact us at [spdc-help@macrointernational.com](mailto:spdc-help@macrointernational.com)

## **2 Accessing Reports**

In addition to the raw data, you can access various Cross-Site Evaluation reports through the Data Reporting feature of the SPDC: the Products and Services Inventory Summary Table, Grantee Summary Report and Annual Campus.

### ***2.1 PSI Summary Table***

The PSI Summary Table provides a snapshot of the products and services and is updated on a quarterly basis. The PSI Summary Table is updated one month after the closing date of the most recent PSI administration. The Summary Table presents the following information on each of the products and services you have reported on: Product/Service Name, Related Activity Since Beginning of Grant Funding, Category of Product/Service, Target Populations/Audiences, Description, Evidence Base, Evaluation Methods, Continue Use after Funding is Discontinued and Percentage of Budget Used to Support the Product/Service.

### ***2.2 Grantee Summary Report***

The Grantee Summary Report (GSR) is produced on a quarterly basis and provides summary information on the cross-site evaluation. In addition to your site's GSR, you can also view Cohort specific aggregate GSRs as well as special GSRs that divide campuses according to size – small, medium and large.

There are several parts to the GSR:

- 1) Performance Indicators: Performance indicators are divided into Client-level outcomes, Training-level outcomes and Infrastructure-level outcomes. Client-level outcomes include indicators from the SPEAKS surveys, such as percent of students who scored high on knowledge associated with suicide risk factors, percent of students who self-rated high on awareness of local suicide prevention resources and percent of faculty and staff who self-rated high on awareness of local suicide prevention resources. Information provided by grantees such as percent of students using mental health services is also presented. Training-level outcomes include indicators from the Campus Training Activity Reports,

such as number of students who received training or number of staff who received training. Infrastructure level outcomes are reported from the PSI include number of public information campaign products used or number of web-related products used.

For each indicator, the cumulative number or percent from the reporting quarter is presented, along with cumulative count from the previous reporting quarter, change between quarters and an aggregate count across all sites.

- 2) Products and Services Inventory (PSI) related slides: You can see the products and services developed in the reporting quarter, types of populations targeted by different types of products and services and the percent distribution of expenditures across different product and service types.
- 3) Campus Training Activity Report (TAR) related slides: These slides show the number of training activities, number trained, gender, race, Hispanic ethnicity and campus role of people trained.
- 4) Suicide Prevention Education Awareness Knowledge Survey (SPEAKS) related slides: These slides present respondent profiles of students, faculty and staff participating in the SPEAKS, and findings on Self-rated awareness of suicide prevention, Self-rated knowledge about suicide, Stigma towards mental health treatment, and Knowledge of myths and facts about suicide.

### ***2.3 Annual Campus Activity Report***

The Annual Campus Activity Report is produced on an annual basis, and summarizes information from the PSI and the TAR, to help grantees in completing their annual report to SAMHSA.

The Campus Activity Report shows target population, race, ethnicity and gender by type of training. It also shows Off-Campus Partnerships, College-based hotlines or Linkage to National Hotline, Informational materials targeting various campus populations and educational materials specifically targeting family members of students.

## **3 Contact us & give us your feedback**

If you have any questions about accessing your data from the SPDC or interpreting your sites' reports, please contact your Technical Assistance Liaison or [spdc-help@macrointernational.com](mailto:spdc-help@macrointernational.com)

We welcome your feedback. So, let us know about any issues with accessing raw data from the SPDC, how the GSR has been useful to you, your ideas on how to improve the reports we provide you, your suggestions for special GSR themes and other reports that you would find helpful.