

The Garrett Lee Smith
Memorial
Suicide Prevention Evaluation
Campus Programs

*Start-up and Implementation
Webcast Training for
Campus Grantees
February 1st, 2006*

Introduction

ORC Macro – Who are we?

- **Research and evaluation consulting firm**
- **A 15-member team with experience in multi-site evaluations of large government programs, data management, and analysis and dissemination**
 - **Design Team**
 - **Site Management Team-7 Technical Assistance Liaisons (TALs)**
 - **Data Management and Security Team**
 - **Analysis and Dissemination Team**

Training Purpose

- 1. To build upon information shared at the grantee meeting in Washington DC**
- 2. Update on cross-site evaluation data collection instruments and OMB process and timelines**
- 3. Overview of IRB and Data User Agreement requirements**
- 4. Overview of data collection activities**
- 5. Resources and tools available to grantees**
- 6. Liaison technical assistance responsibilities**
- 7. Opportunity for questions and discussion**

Updates

- **Official government review and approval is required for all studies conducting federally sponsored data collection – OMB Process**
- **This review may take several months**
- **DRAFT Instruments will be provided following this training session, but.....**
 - **Changes may be made to instruments based on government review**
 - **Final approval anticipated Aug/Sept 2006**
- **Any questions???**

Updates

Estimated Timeline for Federal Government Approval Process February 2006 – September 2006

	Feb	Mar	April	May	June	July	Aug	Sept
FRN Internal SAMHSA Review	4 wks							
FRN Public Comment Period	8 wks							
OMB Internal SAMHSA Review	10 wks							
OMB Review	10 wks							
Data Collection Begins								

FRN=Federal Register Notice
OMB=Office of Management and Budget

Institutional Review Boards and Data User Agreements

Institutional Review Board (IRB)

- Any research that involves human subjects requires IRB Approval
- Cross-site evaluation team will submit application to ORC Macro IRB
- What needs to be submitted to your local IRB for approval?
 - ✓ Objective of the study
 - ✓ Instruments used
 - ✓ Respondents (how many, who)
 - ✓ Risk to human subjects
 - ✓ Data collection procedures
- IRB submission should be primary focus of cross-site evaluation related work at this time

What assistance/materials will we provided to facilitate your local IRB application development?

- Instrument “blurbs”
- Copy of the data collection instruments
- Number and description of intended respondents
- Planned data collection procedures for each data collection activity

** Once IRB approval is received, submit copy of approval letters to technical assistance liaison

Data User Agreements

- What is a data user's agreement?
 - An agreement between your organization and another organization to share data pertaining to your suicide prevention program
 - Example: Agreement to provide cross-site evaluation team with data those data; or Agreement between the counseling center and the local mental health agency to share data on number of students who receive services
- When are data user agreements needed?
 - When an organization has concerns about what data will be shared and for what purpose
 - To meet HIPPA requirements

Data User Agreements

- **What is included in a data user's agreement?**
 - Description of data to be shared
 - Description of what the data will be used for
 - Outlines rules for use of data
- **Do we need a data user's agreement?**
 - Can you share student-level data with the cross-site evaluation team?
 - Are you accessing another organizations data source to obtain cross-site evaluation data?
 - If yes, that organization may request it

Steps to Obtaining Data User Agreements

1. **Identify organizations/departments for which you may request data (i.e., counseling center, health center, mental health agency, etc.)**
 - Do you have a relationship with these departments/organizations?
2. **Identify your data needs; share with them the purpose of the cross-site evaluation and why obtaining the requested data are important**
3. **Decide whether a data user's agreement is necessary to share data with the local team and with the cross-site evaluation team**

Summary of Data Collection Activities to Support Start-up and Implementation

Overview of Data Collection Instruments

- Intent of each instrument
- Data Collection Plan
 - Who is responsible for data collection?
 - How is instrument administered?
 - Who are the respondents?
 - How are the respondents identified?
 - How many respondents?
 - How is consent obtained?
 - When will data be collected?
- What can you do at this time to prepare for data collection activities?

Existing Database Inventory

This Existing Database Inventory is designed to:

- (1) catalogue information about the type of data that exists to support your suicide prevention program,
- (2) identify the degree of data integration among existing databases,
- (3) identify your level of access to the data, and
- (4) identify what specific data elements may or may not be available.

Existing Database Inventory

Who is responsible for data collection?	Program staff and/or project evaluator
How is instrument administered?	Web-based Inventory
Who are the respondents?	Program staff and/or project evaluator will be responsible for obtaining information and for entering information into system
How are respondents identified?	Each grantee is responsible for identifying individual to complete the inventory
How many respondents?	One
How is consent obtained?	Log-in process
When will instrument be administered?	Year 2 and updated in Year 3

Existing Database Inventory

What can you do at this time to prepare for data collection?

- **Review the Existing Database Inventory and begin to identify the various sources of the information to facilitate completion**

Product and Services Inventory

This inventory is designed to catalogue:

- (1) the products being developed, delivered and utilized,**
- (2) the types of services that are being implemented,**
- (3) the methods for evaluating product delivery and service implementation, and**
- (4) planned dissemination or utilization of products or services.**

Product and Services Inventory

Who is responsible for data collection?	Program staff and/or project evaluator
How is instrument administered?	Web-based Inventory
Who are the respondents?	Program staff and/or project evaluator will be responsible for obtaining information and for data entry into system
How are respondents identified?	Each grantee is responsible for identifying individual to complete the inventory
How many respondents?	One
How will consent be obtained?	Log-in process
When will instrument be administered?	Once in Year 1, updated quarterly in Year 2 and Year 3

Product and Services Inventory

What can you do at this time to prepare for data collection?

- Review the Product and Services Inventory
- Start to document products and services developed and utilized during the first year of grant funding for the first administration of the inventory

Suicide Prevention, Exposure, Awareness, and Knowledge Survey (SPEAKS)-Student Version

The intent of the SPEAKS-Student Version is to assess the student population's exposure to suicide prevention activities, and their knowledge and awareness related to suicide.

Suicide Prevention, Exposure, Awareness, and Knowledge Survey (SPEAKS)-Student Version

Who is responsible for data collection?	Cross-site evaluation team
How is instrument administered? *	Web-based
Who are the respondents?	Students
How are respondents identified?	The cross-site evaluation team will develop the sampling plan and local evaluation staff will be responsible for identifying the sampling frame and the sample
How many respondents?	200 students/campus/administration (400 total per campus; 8,800 total across campuses)
How is consent obtained?	Log-in process
When will instrument be administered?	Year 2 (200 students) and again in year 3 (200 students)

* Incentive (\$5) will be provided.

Suicide Prevention, Exposure, Awareness, and Knowledge Survey (SPEAKS)-Student Version

What can you do at this time to prepare for data collection?

- **Begin discussions with your TAL to develop a process for identifying the student sample**

Suicide Prevention, Exposure, Awareness, and Knowledge Survey (SPEAKS)-Faculty/Staff Version

The intent of the SPEAKS-Faculty/Staff Version is to assess exposure to suicide prevention activities among the campus faculty and staff, and assess their knowledge and awareness related to suicide.

Suicide Prevention, Exposure, Awareness, and Knowledge Survey (SPEAKS)-Faculty/Staff Version

Who is responsible for data collection?	Cross-site evaluation team
How is instrument administered?	Web-based
Who are the respondents?	Faculty and staff
How are respondents identified?	The cross-site evaluation team will develop the sampling plan and local evaluation staff will be responsible for identifying the sampling frame and the sample
How many respondents?	50 faculty/staff per campus/administration (100 per campus; 2,200 total across campuses)
How is consent obtained?	Log-in process
When will instrument be administered?	Year 2 (50 faculty/staff) and again in year 3 (50 faculty/staff)

Suicide Prevention, Exposure, Awareness, and Knowledge Survey (SPEAKS)-Faculty/Staff Version

What can you do at this time to prepare for data collection?

- **Begin discussions with your TAL to develop a process for identifying the faculty/staff sample**

Campus Infrastructure Interview

The purpose of the Campus Infrastructure Interview is to describe the infrastructure that supports campus suicide prevention efforts from varied perspectives. Specifically, the qualitative interviews will obtain information on:

- (1) Suicide prevention efforts on campus,**
- (2) How information is communicated on campus,**
- (3) The involvement of campus staff, departments, faculty and students in suicide prevention efforts,**
- (4) The campus response to suicide, and**
- (5) Future goals related to suicide prevention.**

Campus Infrastructure Interview

Who is responsible for data collection?	Cross-site evaluation team
How is instrument administered?	Qualitative telephone interview administered by staff from the cross-site evaluation team
Who are the respondents?	Five respondent types: (1) Administrator, (2) human service Faculty/Staff, (3) non-human service Faculty/Staff, (4) Student Group Leader, and (5) Counseling Center staff
How are respondents identified?	List of appropriate respondents developed by local team and forwarded to cross-site evaluation team for random selection
How many respondents?	Five respondents per campus (110 total)
How is consent obtained?	Verbal consent provided prior to interview
When will instrument be administered?	Administered to 11 campuses in Year 2 and 11 in Year 3

Campus Infrastructure Interview

What can you do at this time to prepare for data collection?

- **Begin discussions with your TAL to develop a process for identifying potential respondents**

MIS Data Extraction and Submission

The purpose of the MIS Data Extraction and Submission is to obtain existing data from campus sources to assess the impact of suicide prevention activities and support GPRÁ reporting. Potential data elements will be determined based on the Existing Database Inventory (administered in Year 2 and 3), but may include:

- **Number and demographic information for students who seek services**
- **Number and demographic information for students who present for services**
- **Types of services received**

MIS Data Extraction and Submission

Who is responsible for data collection?	Local program staff and/or evaluator will be responsible for accessing data and submitting to the cross-site evaluation team
How is instrument administered?	None
Who are the respondents?	None
How are respondents identified?	None
How many respondents?	None
How is consent obtained?	None
When will instrument be administered?	Data submission will occur in Year 2 and Year 3 based on a schedule determined by cross-site evaluation team and campus grantee

MIS Data Extraction and Submission

What can you do at this time to prepare for data collection?

- Review the Existing Database Inventory and begin to identify the various sources of the information to facilitate completion
- Explore the need for data user agreements, release forms, etc. to facilitate submission of data elements to cross-site evaluation team

Resources and Tools Available to You

Resources and Tools

Training Opportunities

- Three webcasts planned
 - Wednesday, February 1st 1PM EST: *Cross-site Evaluation Start-up and Implementation*
 - Tuesday, February 14th 1PM EST: *Data Collection Procedures and Instruments*
 - Wednesday, March 1st 1PM EST: *Web-based Data Collection and Management System, Ongoing Monitoring, and Data Dissemination*
- Additional webcast trainings to be held in Year 2 and 3 of the cross-site evaluation, as needed

Resources and Tools

Cross-site Evaluation Procedures Manual provided to each grantee to include:

- **Instrument Packet**: hard copies of all of the instruments connected to the cross-site evaluation
- **Procedures**: evaluation approach, description of study components, data collection procedures, local evaluation responsibilities and procedures
- **Web-based Data Collection and Management System User's Guide**: system design and instructions for use
- **Data Manual**: summarize and describe all data elements included in the data repository

Resources and Tools

Technical Assistance Liaisons (TAL) Responsibilities

- Regular (monthly) and ongoing contact with each assigned grantee
- Provide technical assistance (TA) to assist grantees obtain IRB approval and data user agreements
- Provide TA around developing data collection plans and data collection procedures
- Conduct on-site training visits
- Monitor data collection and submission

Other Technical Assistance Providers

SPRC vs. ORC Macro

- Different technical assistance responsibilities that complement each other
- Potential for joint calls to discuss overarching issues
- TA for local evaluation activities is a SPRC responsibility with cross-site collaboration, TALs will be available to respond to questions

Cross-site Evaluation

Questions and Discussion

Cross-site Evaluation Contacts

Thank You!

Project Director:

Christine Walrath, Christine.M.Walrath-Greene@orcmacro.com

Deputy Project Director:

Angela Sheehan, Angela.K.Sheehan@orcmacro.com

Technical Assistance Liaisons:

Stacy Johnson, Stacy.F.Johnson@orcmacro.com

Elana Light, Elana.R.Light@orcmacro.com

Ebony Montgomery, Ebony.R.Montgomery@orcmacro.com

Gina Sgro, Gina.M.Sgro@orcmacro.com

Shannon Crossbear, stronght@boreal.org
