



The Spanish Protective Factors Survey (SPFS-2): Data Sharing Protocol

Overview:

In collaboration with the FRIENDS National Center, the University of Kansas Center for Public Partnerships and Research (CPPR) is leading efforts to launch the Spanish Protective Factors Survey, Second Edition (SPFS-2). To assist this effort, we are conducting a national field test of the SPFS-2.

This document outlines an ideal data collection, entry, and sharing protocol. CPPR will discuss current data collection practices with each program during the first face-to-face meeting and work with programs to integrate into their existing practices.

Procedures:

CPPR will help coordinate with partners to ensure any necessary research standards are met, including Institutional Review Board applications. For assistance, please contact us at pfs@ku.edu.

Data collection and entry:

- The SPFS-2, including the demographics section, will be collected from participants by program staff at program entry and exit.
- A participant ID will be included in data collection, and this ID must be the same at pre (entry) and post (exit).
- Dates of pre- and post- survey completion will be collected.
- Number of service delivery hours received will be collected.
- Data will be entered into an electronic online data system (i.e., PFSODS or DAISEY) by program staff. For any program not using these systems, CPPR staff will coordinate directly with each program to identify feasible data collection/entry plan.

Sharing data with CPPR:

- No names or other identifying information will be shared with CPPR, except for program start and end date. A unique identifier will be used to ID families.
- Data shared with CPPR are the full PFS-2 including: demographics, type of service, unique identifier, and dates of survey completion.
- For programs that currently use the Protective Factors Survey Online Data System (PFSODS) or are interested in beginning use of this system, data will be shared with CPPR through reports generated within PFSODS. PFSODS is a web-based tool that allows users access to an online data system. Shared data will be stored by CPPR on a HIPAA compliant server and only approved staff will have access to these data.
- For programs that have other existing data collection and storage procedures, the data can be deidentified and shared with CPPR via CSV export. If no data collection or sharing procedures exist, CPPR will work with the individual program to determine how to share data.
- Please refer to the PFSODS data upload schedule for data submission deadlines.

If you have any questions about the SPFS-2 or this protocol, please contact us.



Jennifer Wise
Research Project Coordinator, CPPR
pfs@ku.edu | (785) 864-2375

Maggie Nothnagel
Research Project Coordinator, CPPR
pfs@ku.edu | (785) 864-1207