

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

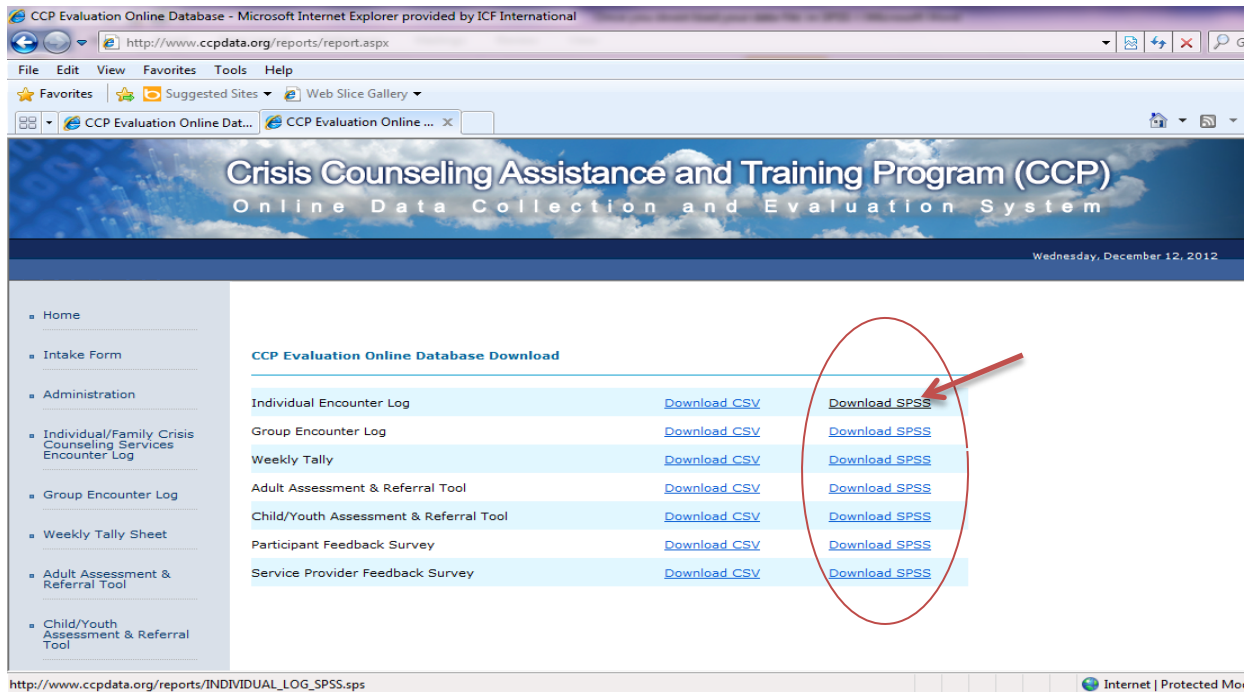
- Total numbers of individuals participating in group encounters
- Numbers of public education sessions versus group counseling sessions
- Overall focus of group encounter

3. Weekly tally

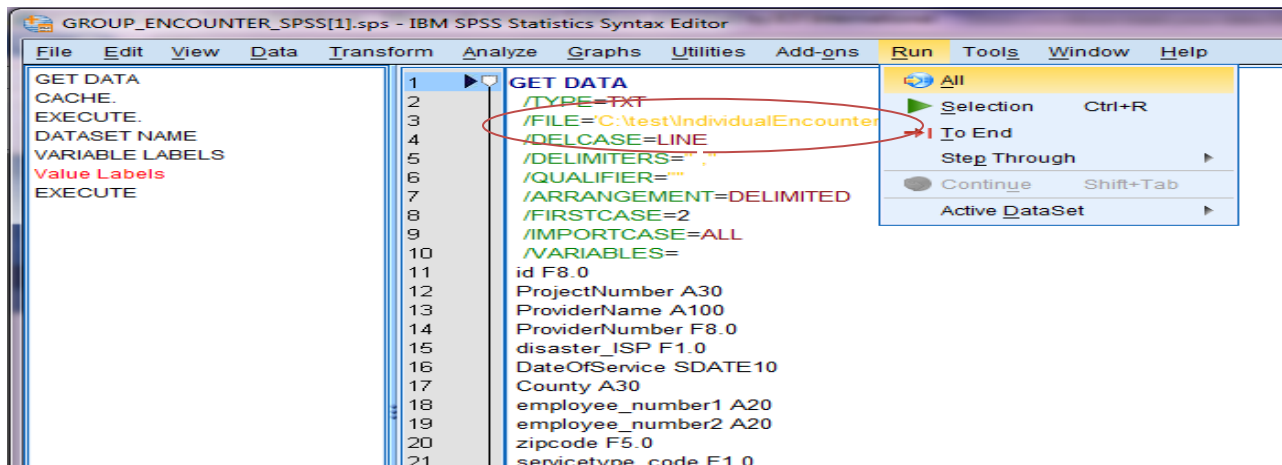
- Number of contacts made
 - Brief in-person
 - Telephone
 - Hotline
 - E-mail
 - Community networking/coalition building
- Numbers of materials distributed
 - Materials handed to people
 - Materials mailed to people's homes and left in public places
 - Mass media and social networking

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.

*CCP Individual Encounter Data 11.27.12.sav [DataSet1] - IBM SPSS Statistics Data Editor

File Edit View Data Transform **Analyze** Graphs Utilities Add-ons Window Help

VisitType 1

id ProjectNum

1 3500 AS-1859

2 3501 AS-1859

3 3502 AS-1859

4 3503 AS-1859

5 3504 AS-1859

6 3505 AS-1859

7 3506 AS-1859

8 3507 AS-1859

9 3508 AS-1859

10 3509 AS-1859

11 3510 AS-1859

12 3511 AS-1859

13 3512 AS-1859

14 3513 AS-1859

15 3514 AS-1859

16 3515 AS-1859

17 3516 AS-1859

18 3517 AS-1859

19 3518 AS-1859

20 3519 AS-1859

21 3520 AS-1859

22 3521 AS-1859

ProviderNumber disaster_ISP EmployeeNumber DateOfService

0 3 8611 2/4/2010

0 3 8611 2/4/2010

0 3 8611 2/4/2010

0 3 126 2/4/2010

0 3 126 2/4/2010

0 3 126 2/4/2010

0 3 6590 2/4/2010

0 3 6590 2/4/2010

0 3 1084 2/4/2010

0 3 3894 2/4/2010

0 3 1084 2/4/2010

0 3 3894 2/4/2010

0 3 5017 2/4/2010

0 3 5017 2/4/2010

0 3 5017 2/4/2010

0 3 5017 2/4/2010

0 3 6590 2/4/2010

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0 3 6173 2/3/2010

0 3 126 2/3/2010

0 3 126 2/3/2010

0 3 126 2/3/2010

1

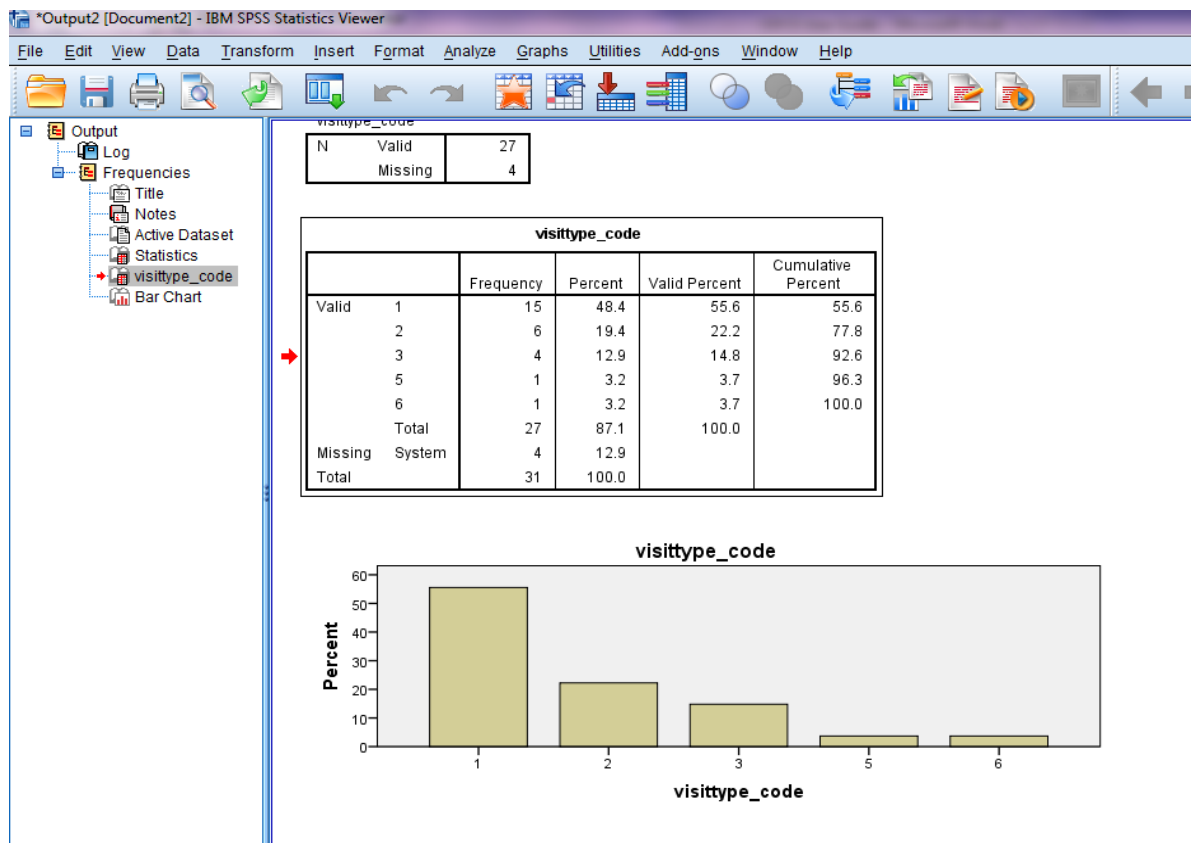
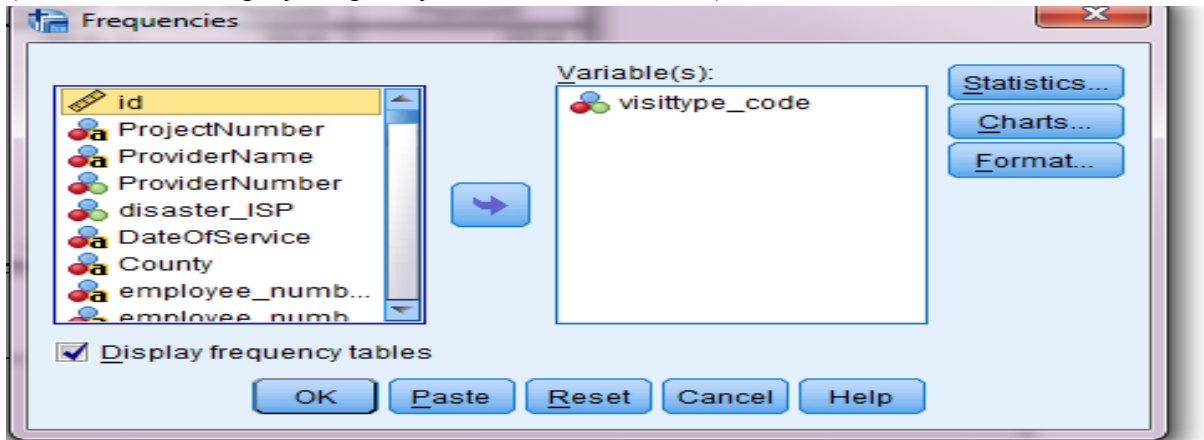
Variable View

Step 4: Generate descriptive statistics for the following:

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

Analyze => Descriptive Statistics => Frequencies

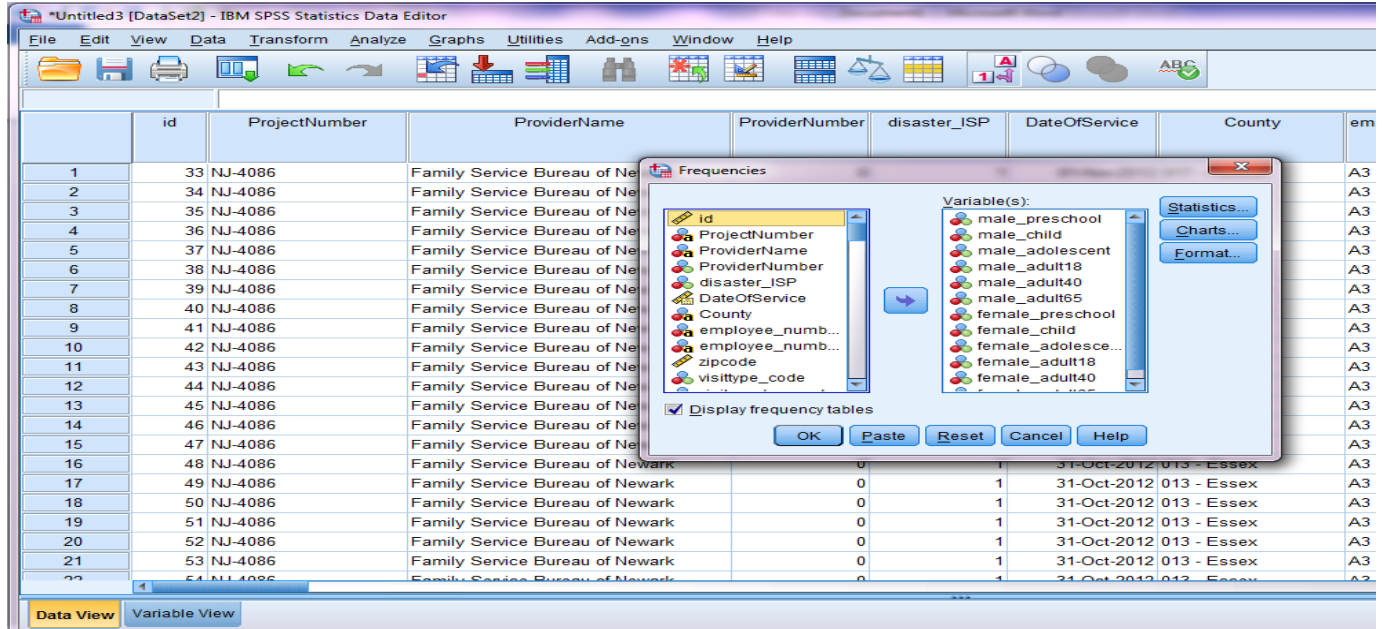
Next select and move the variable(s) you want to analyze to the box titled “Variables.” Click on charts and select the type of chart you want to display, and then click **OK**. (Make sure the display frequency tables box is checked).



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

Analyze => Descriptive Statistics => Frequencies

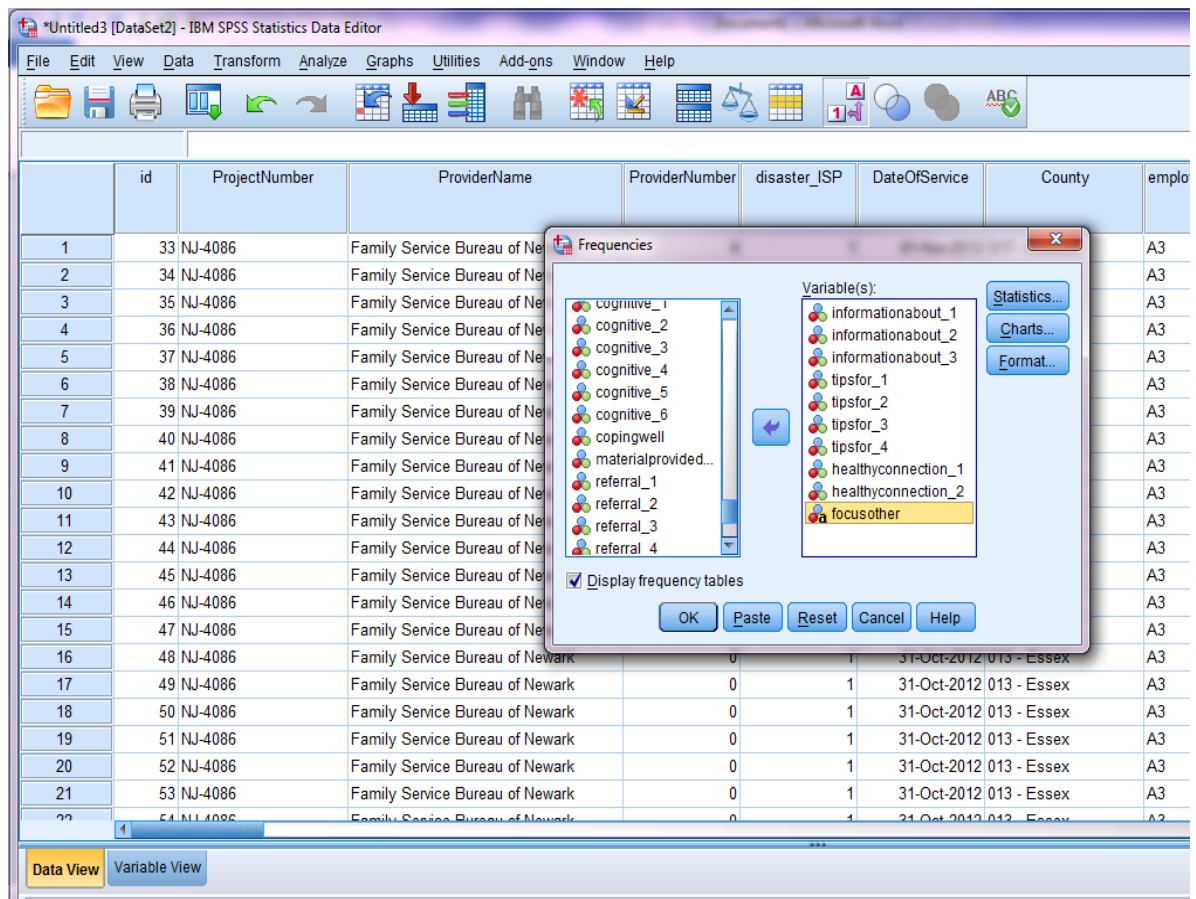
Next select and move the age variables “(male_preschool, male_child, male_adolescent, male_adult18, male_adult40, male_adult65, female_preschool, female_child, female_adolescent, female_adult18, female_adult40, female_adult65)” to the box titled “Variable(s).” Click **OK** when finished.



- **Overall focus of individual/family encounter**

Analyze => Descriptive Statistics => Frequencies

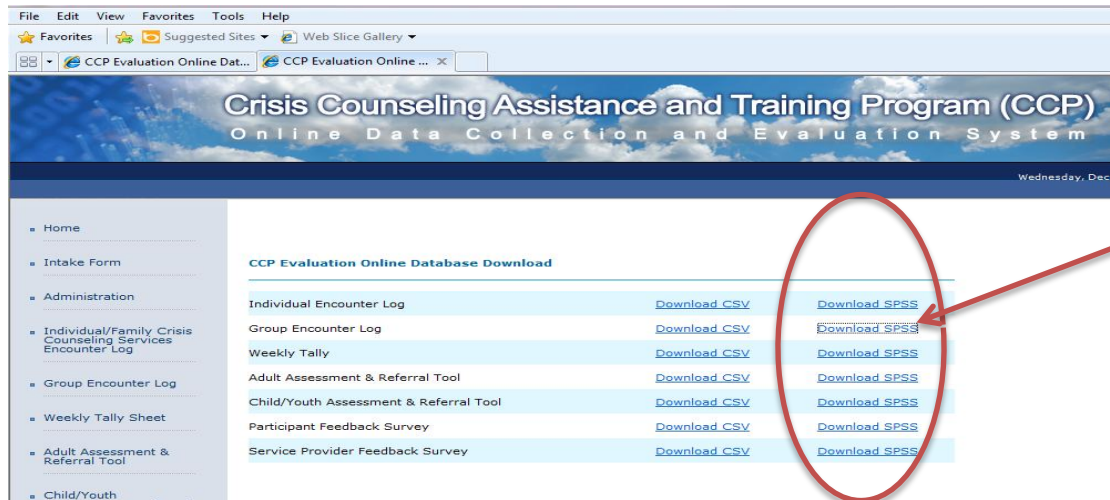
Next select and move the focus of encounter variables “(informationabout_1, informationabout_2, informationabout_3, tipsfor_1, tipsfor_2, tipsfor_3, tipsfor_4, healthyconnection_1, healthyconnection_2, focus other)” to the box titled “**Variable(s).**” Click **OK** when finished.



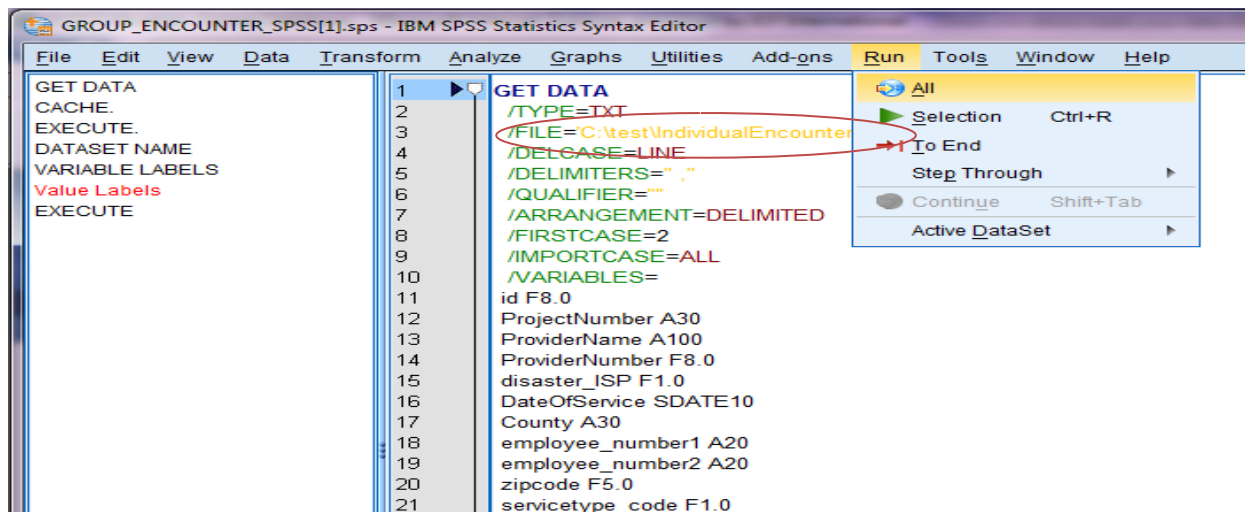
Step 5: View, edit, and copy the results, tables, and charts of the analysis you performed in the Output Navigator window. An Output Navigator window opens automatically when you run a procedure that generates output.

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.)



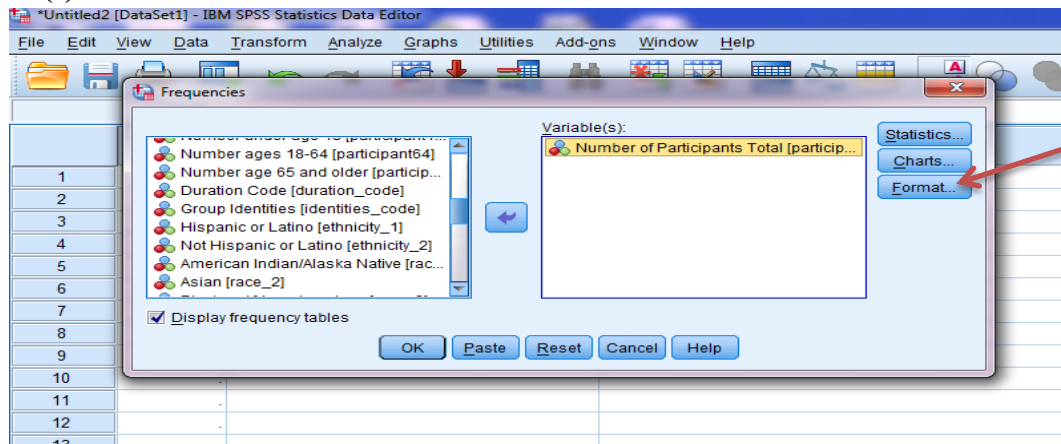
Step 3: View your data in the data editor and variable view and do any necessary cleanup. Run frequency analyses of each variable (Analyze => Descriptive Statistics => Frequencies), see the distribution of the frequency of occurrence for the variables, and check for any inconsistencies.

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).”

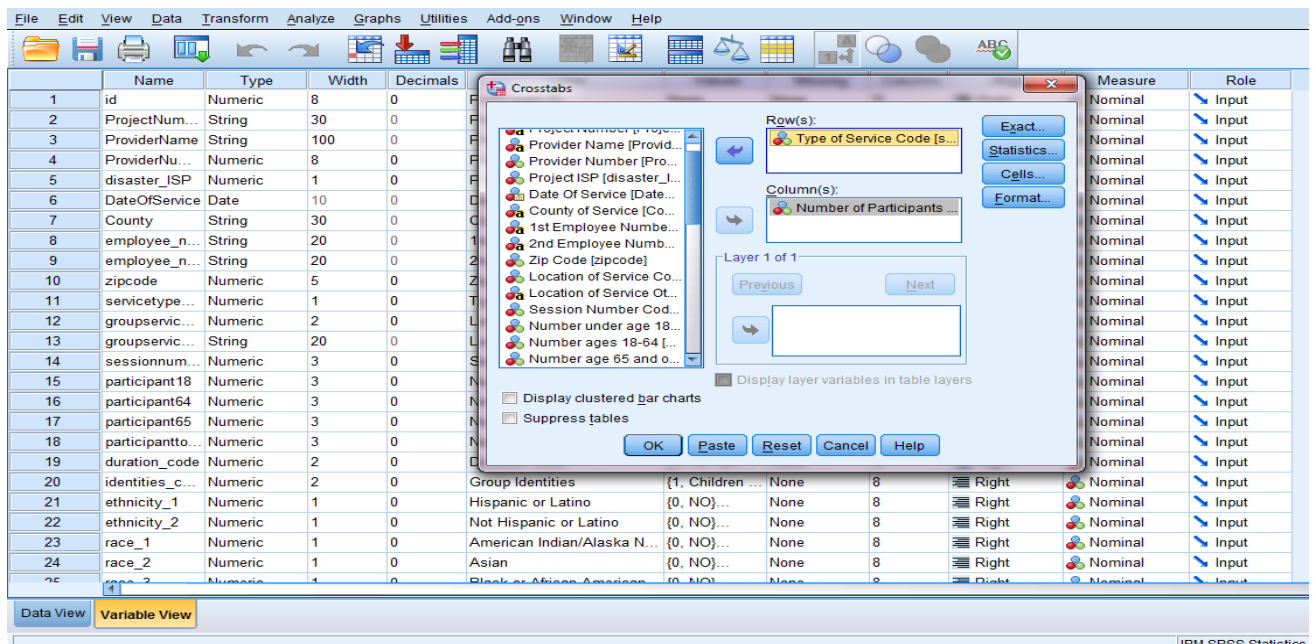


Click on charts and select the type of chart you want to display, and then click “OK.” (Make sure the display frequency tables box is checked).

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

Analyze => Descriptive Statistics => Crosstabs

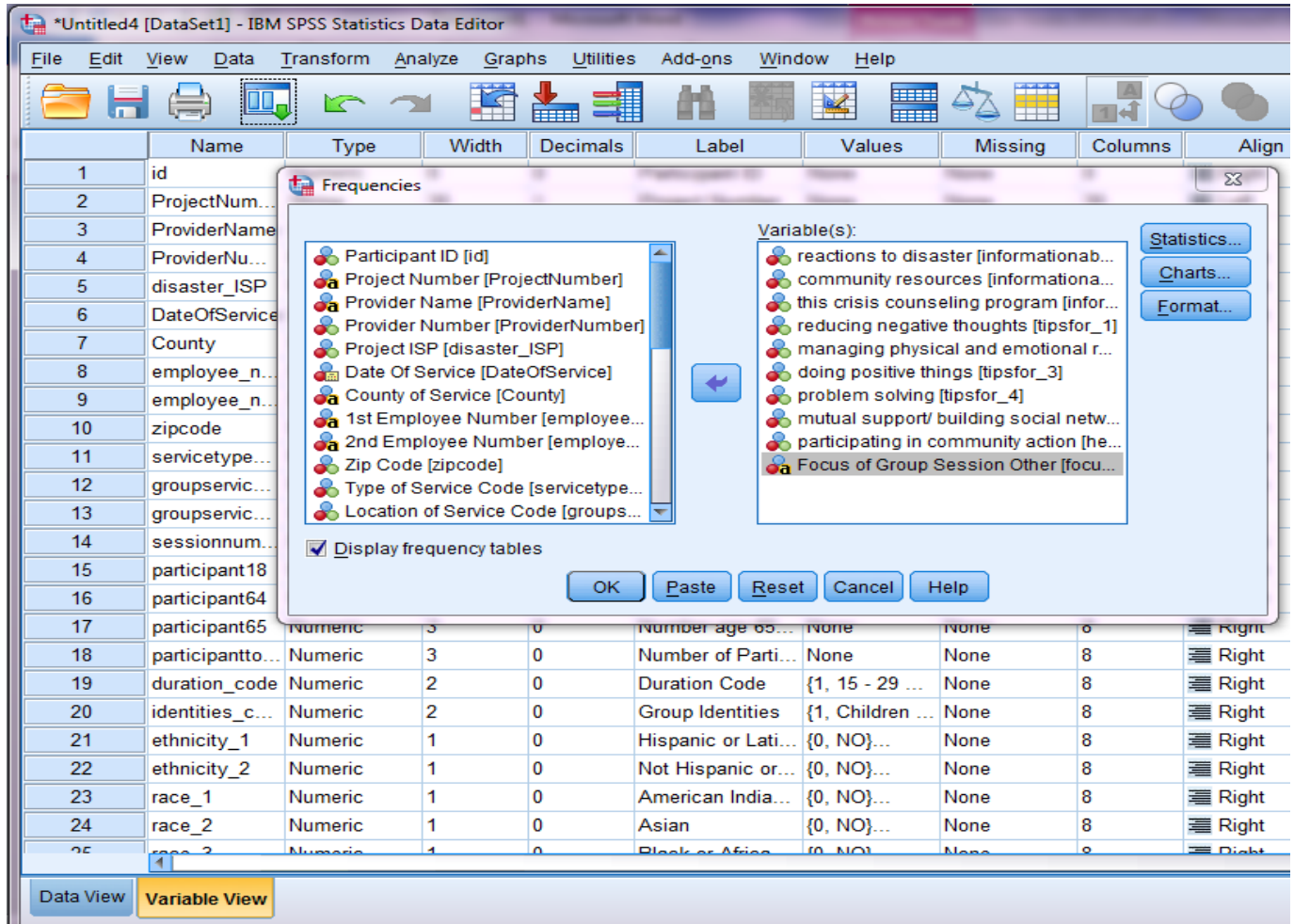
Next select and move the variable “Type of Service Code” to the box titled “Row(s)” on the right. Then select and move the variable “Number of Participants Total” to the box titled “Column” on the right. Click “OK” when finished.



- 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.



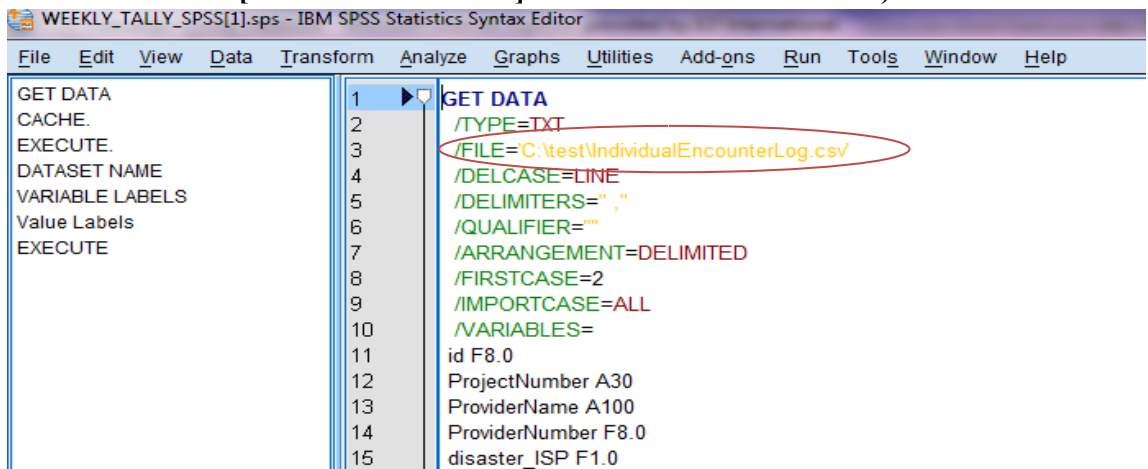
Step 5: View, edit, and copy the results, tables, and charts of the analysis you performed in the Output Navigator window. An Output Navigator window opens automatically when you run a procedure that generates output.

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 top window is the 'Frequencies' dialog box, which is open over the 'Data Set1' dataset. The 'Variable(s)' list contains the following variables: total - In-person brief educational or supportive contact, total - Telephone contact by crisis counselor, total - Hotline/helpline/lifeline contact, total - Email contact, and total - Community networking and coalition building. The 'Display frequency tables' checkbox is checked. The 'Charts' button is also visible.

The bottom window is the 'Output' window, showing the results of the frequency analysis. The output is titled 'Frequencies' and includes a table of statistics for the selected 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
N	Valid	0	0	0	0	0
	Missing	209	209	209	209	209

Below the table, the output window also displays the title 'Frequency Table'.

- **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

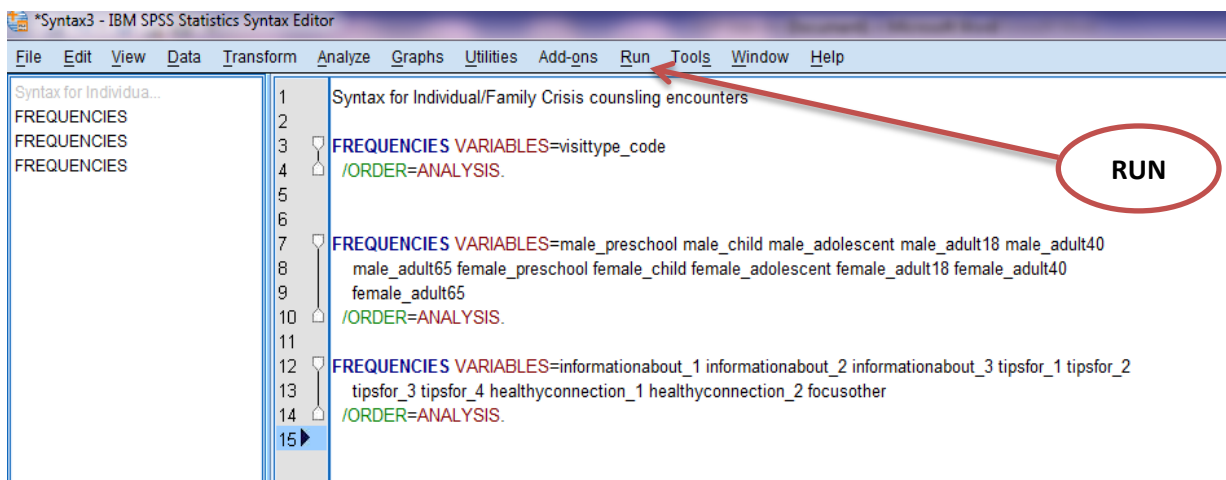
Next select and move the variable(s) you want to analyze to the box titled “**Variable(s)**” (Total - Material handed to people, total - Material mailed to people's homes and/or left at a person's unattended home, total - Material left in public places, total - Mass media, total - Social networking messages). 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).

The screenshot shows the IBM SPSS Statistics Viewer interface. The main window displays the command: `FREQUENCIES VARIABLES=total121 total122 total123 /ORDER=ANALYSIS.` Below this, the word "Frequencies" is followed by "[DataSet1]". To the right, the "Statistics" section is visible. Overlaid on the main window is the "Frequencies" dialog box. In the "Variable(s)" list, the following variables are selected: "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", and "total - Social networking messages". The "Display frequency tables" checkbox is checked. The "Output" window on the left shows a tree structure with "Frequencies" selected. Below the dialog box, a frequency table is displayed.

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

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).

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.



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