What does it mean to become a "Data Base Manager"?

This fact sheet provides an overview of the role of the data base manager using the ABS software with the GAIN, including different models for doing this, critical decisions and critical steps in the process. The second page provides an overview of the things this person will need, the training process, the typical cycle, and where to get further technical information and support.

Data Base Manager Role

- Manages ABS on site: a) Assures that ABS data are uploaded to main ABS Server, b) Lookup table management, c) User accounts, passwords management, d) Assigns groups for HIPAA access to a case, e) Has access to all cases in an ABS database.
- Assures GRL* data and reports (FUL, TTL) are accurate and complete.
- Coordinates ABS User training.
- Responsible for data integrity on site: Reviews data quality; assures that expected records have been entered.
- Liaison with CHS regarding all data submissions and edits. a) Responsible for responding to data anomalies identified by GCC Data Team; b) Exports, zips and passwords the data (GAIN, TxSI, GRL); posts the files to the FTP site (requires username/password).
- Liaison with organizations IT/MIS department and/or ABS administrator as applicable to help set up and update the application and to keep them consistent with their local organization's security and privacy policies.

Models for Data Base Manager:

1) Local agencies have Data Base Managers who coordinate local data and submit to main agency Data Base Manager (state or county contact). Main Agency Data Base Manager assures complete, accurate data submitted by local agencies in a timely manner, then combines local datasets and submits complete data to GCC/CHS.
2) Local agency options for the Data Base Manager:
    a. Local clinical person with aptitude for research/data integrity and access to technical staff for questions.
    b. Local technical person with access to clinical staff regarding data questions.
    c. Local administrative person who coordinates with clinical/IT staff to perform the functions listed above.

Critical Site Decisions and Steps needed

- Review CORE vs. FULL GAIN and determine if any or all of the non-CORE items will be used.
- Determine if site will use interactive assessments or paper & pencil version with data entry.
- Determine level of participation in multi-site collaboration and how included clients will be identified.
- Determine local data submission procedures, create data submission memo.
- Determine Licensing and Data Sharing Agreements needed.
- Work out computer and communication issues between the site and all collaborators:
    - Establish agreements with collaborators to collect data and access clients.
    - Determine database locations and access.
    - Determine how data will flow over computer network or without a network.
    - Integrate site computer system security with ABS security.

*If GRL is used.
**Or other SPSS portable file format if requested.

- Determine who will conduct interviews, how and where data will be entered, and exported or uploaded into a single dataset for export to CHS.
- Determine who will be trained as GAIN Interviewers and ABS Users.

Training

Documentation for Data Managers is provided on the APSS website and on the FTP Common site. Specific details on local data submission to the main agency are determined by the main agency in coordination with the GCC. Main Agency Data Manager will also receive support and training through a Data Manager call with the GCC Data Team to insure the procedures and documentation are locally available and understood and to answer any questions. ABS training is provided at GAIN Trainings. ABS Site Management and ABS User manuals are provided at GAIN Trainings.

Cycle

Data are submitted by local agencies to the main agency/data manager each month by the 5th of the month and should include all data collected through the end of the previous month. Data will be compiled at the main agency for submission to the GCC/CHS by the 10th of each month. Brief feedback is provided monthly, and full datasets are returned in SPSS format** on a quarterly basis. Please allow at least the remainder of the submission month for processing and feedback.

Technical information and Support

Determine type of question you have: (GAIN, ABS GRL/SPSS)

Check local sources:

1) Manuals and Instructions (GAIN, ABS Administrators, ABS Users).
2) ABS Administrator or IT/MIS representative for ABS related questions.
3) Data Manager and/or local trainer for GAIN, QA or GRL* related questions.

Check existing resources:

1) APSS Website: http://www.chestnut.org/li/APSS:
    a. Multi-site Collaboration Guidelines
    b. Instruments, Instructions and FAQs: Data Sharing Agreements, Instrument instructions
    c. GRL memo, GRL Sample, GRL FAQs
    d. Meeting Minutes and Reports
2) GAIN Website: http://www.chestnut.org/li/GAIN:
    a. GAIN Instruments and supplies
    b. GAIN Manuals and FAQs
    c. GAIN Training information
    d. GAIN Support (gainsupport@chestnut.org)
3) GAIN electronic encyclopedia (GI Scales and Variables) available on the APSS website under Multisite Collaboration Materials - Instruments, Instructions and FAQs - Other GAIN Info. Also available at: http://www.chestnut.org/LI/gain/Scales_Crosswalks/GI_Scales_and_Variables_1_5_05.xls
4) ABS Website: http://www.chestnut.org/li/ABS:
    a. ABS updates and accessories
    b. ABS instrument updates
    c. ABS Support (ABSSupport@chestnut.org)
5) Data Submission, GRL, SPSS (Data_Submit@chestnut.org)

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